

MLA/IHA Position Vacancy Announcement

Civilian Human Resources Office
Marine Corps Installations Pacific – MCB Camp Butler
U.S. Marine Corps

MLA/IHA 求人募集

海兵隊民間人人事部

ATTENTION

16. WORK HISTORY 職歴

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LIST OF JOBS YOU HAVE HELD (STARTING FROM CURRENT JOB CHRONOLOGICALLY).	
IF ADDITIONAL SPACE IS REQUIRED, USE SEPARATE SHEET OF PAPER FOLLOWING THE BELOW INFORMATION FORMAT.	
JOB TITLE (IF USFJ E	
Clerk, IHA	2-3 事務職

Please specify MLA(MLC), IHA, MA(MC)
現職の雇用種類 - MLA(MLC), IHA, MA(MC)を必ずご記載ください

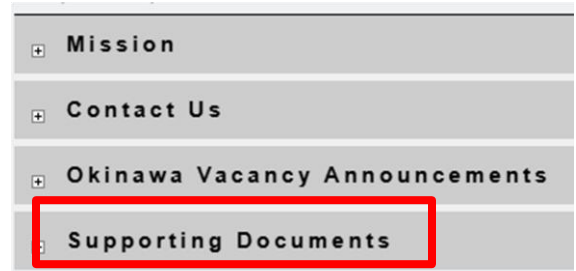
Application forms 履歴書用紙：

PERSONAL HISTORY STATEMENT 履歴書 (USFJ FORM 196aEJ, 20260415)

NEW URL : <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/#In-employment-unit>

Forms may be found at the link or QR code above. If you are unable to open the file, please save it to your desktop.

上記リンクまたは QR コードからダウンロードできます
ファイルを直接開けない場合は、デスクトップに保存してから開いて下さい..



↑ Application Form 履歴書はこちら

How to apply 提出方法

① Hard copy submission (履歴書投函)

Hard copy application package(s) are accepted at drop box located at Camp Foster, Bldg#495.

直接履歴書を投函される方は、キャンプフォスター-Building 495 に設置されている履歴書投函箱で受付しております。

② Email submissions (メール提出)

Submit to mcipac_chro_jn_empl@usmc.mil

上記メールアドレスに提出

- 1) Email subject must contain position title and Vacancy Announcement (VA) number.
メールの (Subject) 件名 には応募する職種名と空席広報番号を記載して下さい。
- 2) Submission is limited to 3 PDF files including resume and attachments.

添付書類は PDF (3 個以内) で提出お願いします。

Due to network instability, we recommend to submit hard copy.
ネットワークが不安定な為、ハードコピーでの提出をお勧めしております。

Note (注意事項)

- Application with required documents must be submitted to LN Employment Unit, CHRO no later-than 16:30 of the announcement closing date for either hard copy or email. Incomplete applications and application packages missing required document will not be processed.
応募を希望する従業員は締切日の 16 : 30 までに人事部 MLA/IHA 雇用係に (メールによる応募も同様) 提出して下さい。不備のある書類は受け付けられません
- Applications are subject to screening prior to referrals and only individuals selected for interview will be contacted. Your application package will not be returned once submitted.
書類選考の上、被面接者のみにご連絡致します。提出された応募書類の返却はいたしません。
- For more information: LN Employment Unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil
お問合せは MLA/IHA 雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil までご連絡下さい。

LANGUAGE PROFICIENCY LEVEL (LPL)
語学能力級

職務で必用とされる LPL レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

2016 年 2 月 8 日以前より継続雇用されている MLA/IHA 従業員で、2016 年 2 月 8 日以前に発行された EPT (English Proficiency Tests) 試験結果をお持ちの方は、その試験結果の語学級レベルが現 LPL レベルとして考慮されます。
For current MLA/IHA employees who have been continuously employed since before 8 February 2016 and possess EPT test (English Proficiency Tests) result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.

Vacancy Announcement No. (空席広報番号):128-26		
Position Title: Electrical Maintenance Inspector, #2091, BWT-2, Grade-8, LPL-1		
MLA F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: G-F Div, Fac Maint Br., Operations Sec.		
Area of consideration 募集範囲: Okinawa Wide (MLA/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLA/IHA 従業員		Closing date: (提出期限) 21 Aug 26
Summary of duties: Performs a wide variety of maintenance inspections on electrical systems in approximately 8,000 facilities, including overhead and underground systems, transformers, circuit breakers, rectifiers, utility systems, tower systems, runway lighting, emergency generators, electric motors, street and area lighting, and high voltage facility systems. Conducts extensive research using computers, manual files, floor plans, and Geographic Information System (GIS) drawings, in addition to reviewing the Facilities History Folder, prior to inspections. Develops accurate and detailed project plans, labor and material cost estimates, scopes of work, and statements of objectives for new construction, renovation, modification, maintenance, and repair of electrical systems. Provides a wide variety of construction management services including field investigations, planning, reporting, and scheduling to ensure compliance with electrical requirements and contract provisions. Works during Typhoon conditions to survey damage for emergency responder crews, providing a detailed damage assessment with required materials, man-hours, and costs to repair, and assign priority for repair actions. Prepares site plans, technical drawings, sketches, project location maps, independent government estimates, and other cost estimates as required. Conducts technical inspections, evaluations, and analysis of existing electrical equipment and systems to identify problems or trends and recommend improvements. Provides technical guidance and advice to military officers, non-commissioned officers, federal civilian employees, agency specialists, contractors, and maintenance personnel. Performs inspections based upon experience and complete required Work Orders to notify repair personnel of required actions. Forecasts electrical system repairs up to five years in advance for planning purposes. Makes and provides hand sketches, computer drawings, photos, and/or maps to assist repair personnel with location and required repairs. Performs technical evaluations of contractor submittals for compliance with agency objectives, applicable codes, and contract provisions; reviews and/or prepares proposals for change orders. Enters all inspection report findings into the computer Maximo database and maintains all reports for facilities and utility systems across various entities such as MCB Camp Butler, DODDS, AAFES, MCCS, DRMO, DECCA, Navy, Army, Air Force, Girl Scouts and Boy Scouts. Performs Asbestos, Lead-Based Paint, and Hazardous Material sampling of all facilities and process samples for submission to the lab. When results are received files reports, updates files, posts appropriate warning signs, and initiates action for material removal. Schedules inspections based upon facility size, location, transportation availability, and time elapsed since the last inspection. Arranges for transportation (e.g., Government-Owned Vehicles (GOV), commercial airplanes, ships, buses, and taxis) and assemble required support equipment to travel to facility locations, including extended travel for weeks on Temporary Additional Duty (TAD). Complete travel documents and payroll requests for special payments. Maintains and updates Form SOB/MAIN 11014/7 Building Long Range Maintenance and a database of work to be accomplished, accomplished work, and work in progress. Directs in-house maintenance tradesmen as needed for assigned projects. Attends refresher training to maintain certification as required at the Journeyman Level to be an Inspector. Performs other additional/incidental duties as required.		
Qualification Requirements 資格条件 1. Experience in all electrical systems to include: low voltage, high voltage, transformers, commercial electrical applications, and generators/ATS housing. 2. Must have at least 4 years of electrical experience. 3. Must have computer skills and capable of using entire Microsoft Office Suite. Maximo experience is strongly recommended. 4. Must have and maintain a valid drivers license (AT acceptable). 5. Read and write English at a LAD-1 level or above.		

Work Schedule : Mon-Fri 07:00-16:00

Required documents/提出書類 :

1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)
2. Copies of certificates/licenses: 免許証・終了証のコピー
3. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー