

MLC/IHA Position Vacancy Announcement



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

MLC/IHA 求人募集

海兵隊 民間人人事部

Vacancy Announcement/求人広告

ATTENTION

2026年4月15日より履歴書が新しくなりました。
Application form has been updated as of 15 Apr 2026.

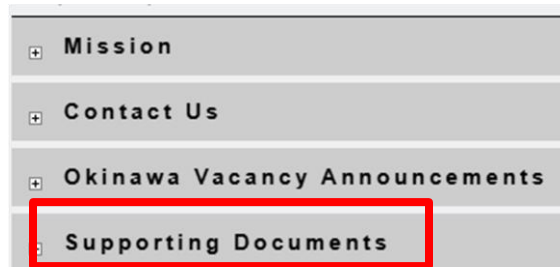
Application forms 履歴書用紙 :

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

NEW URL : <https://www.mcpac.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 mcpac_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) で提出をお願いします。

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 MLC/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 MLC/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 MLC/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 MLC/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): 61-26		
Position Title: Building Manager, #0023, BWT-1, Grade-4, LPL-2		
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCB, Camp S. D. Butler, G-4 Division, Executive/Administration Office		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 11 May 26
Summary of duties: Responds to building one tenant requests pertaining to maintenance and repair of assigned work spaces. Recommends most practical means to support the request. Initiates work requests on behalf of building one tenants for requested maintenance and repairs, ensures completeness, accuracy, feasibility and ensures written justification supports the most effective method to resolve the cited discrepancy. Assigns work request numbers and monitors all submitted work requests to ensure timely and correct response. Maintains a computer-based work request file and accesses MAXIMO to reconcile outstanding work orders. Follows up with building one tenants on a bi-weekly basis to inform them of the status of their requested work. Initiates work requests for maintenance and repair of building one and associated common areas not continuously occupied by a building one tenant (bathrooms, stairwells, passageways, etc). Coordinates and deconflicts maintenance and repair schedules between facilities maintenance and building one tenants. Monitors building one maintenance and service contracts and ensures that all elements of the contracts are accurately executed. Maintains building one facility records and updates any changes in assignment, utilization, modernization, demolition or new construction/major modification. Monitors the physical security of building one and its associated system (doors, locks, etc) and ensures the proper reporting of any noted discrepancies to the building one security manager. Coordinates monitors and ensures corrective action for all health, safety and fire inspections within building one. Performs interpretation duties between facilities maintenance work teams and building one occupants as needed to ensure efficient and effective corrective action of cited repair work etc.		
Qualification Requirements 資格条件 <ol style="list-style-type: none"> 1. Must be able to operate computer to include Outlook, MS Word, Excel & Power Point. 2. Must be able to perform minor maintenance repairs such as, but limited to: changing light bulbs, touch-up painting, tightening bolts/screws to hang pictures and signs, cleaning outside, washing windows, preparing sand bags for typhoons. 3. Must be in good health 4. Must be able to lift and move supplies up to 50Ibs. 5. Must be able to communicate in English (LPL-2 or above) both verbally and in writing and speak Japanese to serve as an interpreter. 6. Must have communication skills with customers. 		
Work Schedule : 07:30 – 16:30, Mon – Fri, 40 hours a week		
Required documents/提出書類 : 1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415) 注：以上の書類のみを提出してください		