

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

REQUIRED

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

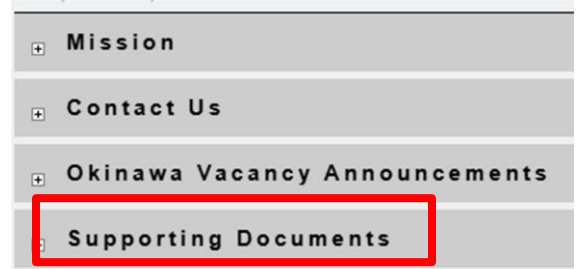
Application forms 履歴書用紙 :

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 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):89-26		
Position Title: Engineer (Elect), #605, BWT-1, Grade-8, LPL-4		
MLA F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: G-F Div, Public Works Br., Engineer 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) 29 Jun 26
<p>Summary of duties: Electrical Engineer: Plans and manages the execution of engineering studies and projects for various electrical facilities. These include different electrical systems and other related support structures/systems unique to MCBB needs that are of considerable size, complexity, and extent. The work requires comprehensive knowledge, initiative, ingenuity, and exceptional technical judgment to deal with state-of-the-art engineering and scientific concepts and modern technologies. Assignments may include new construction or major renovation of existing structures and systems. Develops preliminary and final electrical designs, drawings, analyses, technical specifications, cost estimates, design and construction milestones, and acquisition plans for the construction, major renovation, repair, and maintenance of various facilities including unique military structures. Assignments are diverse, difficult, and precedence-setting, or are sometimes specialized and highly complex type projects such as headquarters, hazardous/flammable handling facilities, large automotive maintenance shops, aviation maintenance shops, community centers, education centers, schools, complex malls, dining facilities, hospitals, and the upgrading of electrical, mechanical, and communication systems. Electrical systems include heating, cooling, and ventilation control systems, fire protection monitoring and control, primary and secondary electrical distribution systems, emergency and backup power systems, and energy conservation. Prepares project documents based on planning documents such as forms DD1391, available studies, records, as-builts, and cost estimates. Coordinates with architects and engineers in other disciplines for related work such as architectural, civil, mechanical, communications, electronic detection systems, environmental, and industrial hygiene requirements in major projects.</p> <p>Project Management: Serves as a senior engineer and in-house consultant for advanced and complex technical problems, providing decisions or recommendations to higher authority. Coordinates the design phase of major and complex projects extensively with other engineers, consultants, or contractors, and/or leads a project team consisting of a few lower level engineers and technicians of the same or different disciplines. Performs project scope development and design reviews, coordinates activities and customer requirements, organizes and establishes design standards, and conducts on-site investigations. Conducts meetings with customers and various agencies involved in the review of designs, drawings, specifications, cost estimates, and special requirements. Responsible for coordinating user involvement in the design process through personal meetings and participation in design review conferences. Prepares Architect-Engineer (A-E) statements of work, fee proposals, and design/submittal schedules. Represents and makes decisions for the Engineering Director and/or Engineering Supervisor in A-E contract negotiations. Handles administrative and technical aspects of assigned projects accomplished by A-E firms and/or in-house engineers. Responsible for the adequacy of the overall design and for quality assurance of the A-E's design concepts and submissions. Rates A-E's performance of work for each project.</p>		

Technical Consultant: Performs duties in providing advice and problem-solving expertise in electrical systems and methods and incorporates these skills into designs and specifications accomplished by either in-house staff or A-E firms. Serves as a technical expert for MCBB in resolving electrical engineering aspects of critical and/or controversial cases and problems, such as differing interpretations of contract drawings and specifications, and fair and reasonable compensation among contracting staff, construction contractors, and A-E designers. Performs site investigations, evaluates conditions of existing systems, and provides reports and recommendations for correcting deficiencies. Presents findings and recommendations before others, such as engineering personnel, maintenance and operations staff, contractors, and other reviewing agencies.

Guidelines: Understands and properly applies all applicable US and local codes, standards, criteria, regulations, guidelines, and policies. Coordinates with other subject matter experts (SMEs) to resolve non-standard and irregular guidelines. Advises customers on the effects of the standards and guidelines on their project needs and mission requirements. Exercises experienced judgment in selecting and applying guidelines, as well as initiative to modify designs to eliminate interference with existing conditions. Modifies standard practices and precedents or develops alternative guidelines to comply with difficult, unusual, and/or local specialized and complex requirements, such as energy conservation, environmental considerations, or functionally unique objectives.

Commitment Authority: Makes commitments on technical decisions for assigned projects. The incumbent has the authority to release as-built drawings, cost estimates, contract drawings, and specifications. Represents and commits the engineering branch to decisions made during A-E and construction modification contract negotiations. Completed work is reviewed for satisfactory compliance with overall policy and attainment of program objectives.

Performs other related or incidental duties as assigned.

Qualification Requirements 資格条件

The applicant shall have a minimum of:

1. A Bachelor Degree in Electrical Engineering and/or an Electrical License in Japan (Kenchiku Setsubishi) and/or US.
2. 6 years of working experience as an electrical engineer.
3. Being able to understand and apply all related US & Japanese codes.
4. Having knowledge in CADD, engineering and office computer applications (such as MS Office, professional Adobe, etc.)
5. LPL level 4 is required.

Work Schedule : Mon-Fri 07:30-16:30

Required documents/提出書類 :

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