

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

Application form has been updated as of 1 Oct 25.

2025 年 10 月 1 日より履歴書が新しくなりました。

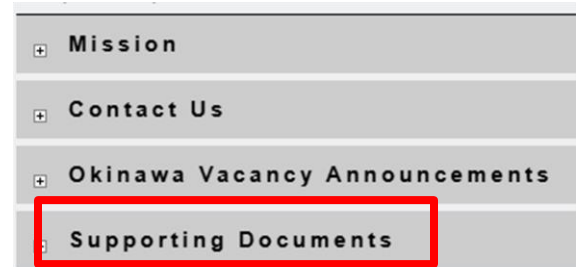
Application forms 履歴書用紙：

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire

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

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 job title and PWO#
メールの (Subject) 件名 には応募する職種名と PWO# 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_in_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.

Date: 7 Nov 25

Announcement No. 159-25		
PWO #: 240	Position title: Refrigeration & Air Conditioning Mechanic, #2240 BWT-2, Grade-7, LPL-0	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: G-F Div, FMB, M&R, Elect Trades Unit		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Japan) 日本国内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 17 Nov 25
Summary of duties: Receives daily work assignments in the form of service tickets and assign work requests preventive maintenance work orders, and verbal communication from the Foremen A and/ or US supervisor. Performs HVAC system work involved in maintenance, troubleshooting repair, preventive maintenance, emergency service and installation air conditioning equipment, ice-making equipment, water cooling machines humidifiers and refrigeration equipment. Performs work involved in maintenance, troubleshooting repair, preventive maintenance, and installation chillers, air handlers, refrigeration units, split unit air conditioners, package units and assorted piping, tubing, compressors, motors and control mechanisms. Performs work involved in maintenance of HVAC system using recording gauges, replacement of worn parts, recharging refrigerant, performing leak tests, and preventive maintenance to extend service life of equipment. Performs maintenance, repair, troubleshooting of electrical wiring and apparatus in facilities HVAC system by utilizing the following air conditioning gauges, ammeter, voltmeter, HVAC portable fault monitor, and programmed laptop. Performs research in the operations, maintenance, and repair of specific equipment with the use of drawings, sketches, and other sources available with the appropriate Operations and Maintenance (O&M) technical manuals of that equipment. Utilizes standard and specialized hand and power tools common to the trade such as adjustable wrenches, wire cutters, wire stripper, tape measure, hack saw, metal cutting shears, hydraulic crimper, drill, grinder and manual/automatic lifting devices Workers are required to clean and maintain all tools, machinery and equipment utilized/associated with the HVAC trade.		
Qualification Requirements 資格条件 1) Must hold Class-I or Class-II Refrigeration Freon handling license. 2) Ability to perform refrigerant recovery & charging procedures. 3) Ability to use hand tools & power tools. 4) At least 3 years of licensed refrigeration handling experience. 5) Must hold a valid Japanese Driver's License (Manual & Automatic). 6) Ability to drive a 2.5 Ton vehicle & perform operator maintenance. 7) Must be available for on-call duty, nights, and weekends for Emergency Recall outside normal duty hours.		
Work Schedule : Mon-Fri 07:30-16:30		
Required documents/ 提出書類 : 1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票 2. Copy of the required certificates/licenses. 必要とされる資格等のコピー 注 : 以上の書類のみを提出してください		