

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. Previously submitted applications prior to 30 Sep 2025 will be accepted.

2025 年 10 月 1 日より履歴書が新しくなりました。2025 年 9 月 30 日までに提出された履歴書の再提出は不要です。

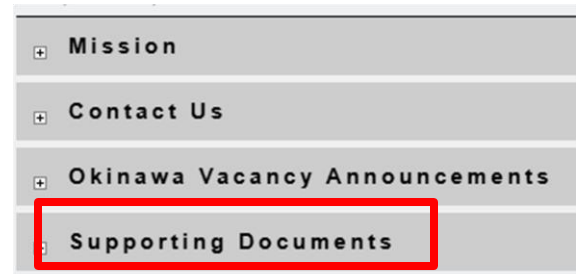
Application forms 履歴書用紙：

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_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.

Announcement No. 143-25		
PWO #: 206	Position title: Electrical Maintenance Inspector, #413, BWT-2, Grade-8, LPL-1	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: G-F Div, FMB, Operations Sec.		
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) 14 OCT 25
<p>Summary of duties: Electrical Maintenance Inspectors perform a wide variety of maintenance inspections of some 8000 facilities inspecting all manner of electrical repairs: electrical systems, overhead and underground systems, transformers circuit breakers, rectifiers, utility systems, tower systems, swimming pools, runway lighting, ammo storage bunkers, etc. Prior to conducting inspections, extensive research must be done on computers and manual files and obtain floor plans and Geographic Information System (GIS) drawings, in addition to reviewing the Facilities History Folder. Schedules time to conduct the inspection based upon size, location, transportation availability and previous time span between last inspections. Frequently must have communication with American's to obtain escorted entrance and prepares reports in English therefore, an LPL of 1 is required. Obtains transportation, assembles required support equipment's and operates GOV to go to the Facility location. In some cases this involves commercial airplanes or ships, busses and/or taxis, having to go so far as Camp Fuji, Japan or Ie Jima for weeks on TAD. Completion of travel documents and payroll requests for special payments. Uses ladders and/or ropes to climb on roofs for inspection, works in both hot and cold weather in the open unprotected weather conditions. Occasionally, requires to work during Typhoon conditions to survey damage for emergency responder crews providing a damage assessment with materials as well as man hours and costs to repair and assign priority for repair actions. Performs inspections based upon experience and completes required Work Orders to notify Facility Repair personnel of required actions to effect repairs. Forecasts repairs up to five years in advance for planning purposes. Makes and provides hand sketches, computer drawings or photos and/or maps to assist repair personnel with location and/or required repairs. Performs Asbestos/Lead Base Paint/Hazardous Material sampling of all facilities and processes samples for submission to the lab. When results are received files reports, updates files and appropriately posts warning signs on the facilities. Initiates action for remove of asbestos found. Provided Technical guidance to other sections to resolve problems, attends final building inspections, and provides detailed insight on problems noted with contractor submittals. Maintains and updates Form SOB/MAIN 11014/7 Building Long Range Maintenance. Attends refresher training to maintain certification as required at the Journeyman Level to be an Inspector. Makes detailed recommendation to include priority of work in how to correct the reported deficiencies with the estimated man hours, material costs, and required sketches/drawings to effect the repairs. Enters all inspection report findings into the computer Maximo data base, maintains all reports of all facilities and utility systems that are owned by MCB Camp Butler, DODDS, AAFES, MCCS, DRMO, DECCA, Navy, Army, Air Force, Girl Scouts and Boy Scouts.</p>		
Qualification Requirements 資格条件 <ol style="list-style-type: none"> 1. Must have a proficient command of the English and Japanese language. 2. Must be able to perform a wide variety of inspections across electrical systems, including overhead and underground networks, transformers, circuit breakers, and specialized facilities like swimming pools and runway lighting. 3. Must be able to conduct thorough research beforehand using computers, manual files, floor plans, and drawings to understand system layouts. 		

4. Must have a valid driver's license.

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

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 English Proficiency Test: 英語の語学能力を証明する書類のコピー

注 : 以上の書類のみを提出してください