

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

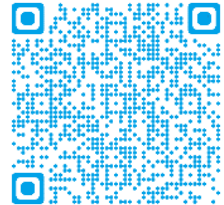
Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

Forms may be found at the link below or QR code.

求人案内、履歴書は下記リンクまたは QR コードからダウンロードできます

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>



Application Form/履歴書

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。

Important Notice with Email submission メール提出についての注意点

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。

We will send acknowledge receipt when we received your resume. If you did not receive our acknowledgement, please contact us at 645-3370/098-970-3370.

履歴書受取後、受領メールを返信致します。返信メールが届かない場合は 645-3370/098-970-3370 までご連絡下さい。

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. 56-25R		
PWO #: 052	Position title: Engineer (Civil), #525, BWT-1, Grade-7	
MLC 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: Japan 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) 27 May 25
<p>Summary of duties: The primary purpose of the position is to serve as civil design engineer for conventional projects that are predominately civil/structural engineering in nature. This position also acts as technical specialist in providing professional expertise on civil/structural engineering matters to Marine Corps Base, Camp S.D. Butler organizations in Okinawa and Camp Fuji, Japan. The primary function of the Public Works Branch is to support Marine Corps Bases, Japan in the programming, design and execution of facilities projects as well as provide technical advice and support for facilities issues. Duties and responsibilities are as follows:</p> <p>Civil Design Engineer: Designs civil, structural and geotechnical engineering features for administrative, industrial, dormitories, recreational, community, and other various type facilities including structures unique to military use that are typically conventional but with complex features. The work requires knowledge, initiative, ingenuity and technical judgement to deal with state of the art designs, engineering and scientific concepts and modern technologies. Evaluates technical options from several possible alternatives and integrate selected options and solutions into project design. Analyzes design parameters that include wind and seismic loading and soil bearing capacity and settlement characteristics. These parameters are extremely critical since Okinawa and Fuji are geographically located in regions of high wind velocities and seismic risk. Develops preliminary and final civil/structural designs, drawings, analyses, technical specifications, cost estimates, design and construction milestones for the construction, renovation, repair, and maintenance of various facilities. These facilities include buildings, roads, fencing, airfields and paved surfaces, structural foundations, drainage, water distribution and sewer lines, wastewater treatment plants, and training lands. Conducts field inspections and prepare evaluation reports and/or technical papers on civil/structural engineering matters. Make recommendations for cost effective engineering solutions and/or quality process improvements. Assists in preparing special projects planning and programming documents using DD Forms 1391/1391c and cost estimate forms for annual HQMC project validation. Coordinates with architects and engineers in other specialized fields concerning related work in architectural, mechanical, electrical, communications and electronic detection systems, as well as environmental and industrial hygiene requirements. Technical Consultant: Performs duties in providing technical advice and problem-solving expertise in civil/structural features and methods, and incorporates these design guidelines in designs and specifications accomplished by A-E or in-house staff. Serves as the technical specialist for CG MCB Camp Butler in resolving civil/structural engineering issues of conventional/ordinary cases and problems such as interpretations of drawings and standard guidelines. Performs site investigations, evaluates conditions of existing conditions, and provides recommendations in correcting deficiencies. Defends findings and recommendations before others such as engineering personnel, maintenance and operations staff, contractors, and other reviewing agencies. Guidelines: Uses guidelines such as latest edition of Unified Facilities Criteria (UFC), Unified Facilities Guide Specifications (UFGS), FC 1-300-09N, Navy and Marine Corps Design Procedures, all applicable Department of Defense Criteria and to an extent US and local industry standards. Coordinates with higher headquarters technical experts to resolve non-standard and irregular guidelines. Advises customers on how and what will be the effects of the standards and guidelines on their project needs and mission requirements. The employee must exercise experienced judgement in the selecting and applying the guidelines as well as initiative to modify designs to eliminate interference with existing conditions and other specialization.</p>		

Qualification Requirements 資格条件

1. Must be knowledgeable in civil and structural engineering concepts, principles, practice applicable to full range of duties concerned with the planning, design, construction, renovation, maintenance and repair of facilities normally found on military installations.
2. Must have professional experience of no less than 3 years in the civil/structural engineering field.
3. Must be a college or university graduate with specialized education in Civil Engineering or possess an official engineering license, e.g., First or Second Class Kenchikushi (Architect/Civil Engineer) or Gijutsushi (Consulting Engineer), etc.
4. Must be proficient in Japanese and satisfactory in English communication skills, i.e., speaking, reading and writing.
5. Must be familiar with other related engineering fields, including architectural, mechanical, electrical, communications, electronic detection systems, environmental, etc.
6. Must have the knowledge to use computer software such as electronic mail, spreadsheets, database management, word processing, and Internet including computer aided design and drafting (CADD) techniques.
7. Valid Japanese driver's license is required.

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

Required documents/提出書類 :

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & 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
3. Copies of certificates/licenses: 資格証/免許証のコピー

注 : 以上の書類のみを提出してください