



Civilian Labor Affairs Office
Combined Arms Training Center, Camp Fuji
United States Marine Corps
Gotemba-City, Shizuoka-Pref., Japan



Date: 26 Jan 2024

CAMP FUJI - MLC POSITION VACANCY ANNOUNCEMENT

Announcement No. : 001-24		
PWO #: FUJI-24-PWO-001	Position title: Utilities Operations Specialist, MLC#299, BWT1-6, LPL-3 Production Specialist, MLC#165, BWT1-5, LPL-2	
Type: Permanent	No. of position: 1	Location: CATC Camp Fuji
Organization: Facilities Management Department, CATC Camp Fuji, MCIPAC		
Open to: Current MLC / IHA employees within commuting area of Camp Fuji, or to those willing to relocate at their own expenses.		Closing date: Open until filled.
<p>Summary of Duties: The incumbent supports Facilities Management Officer, General Engineer, Environmental/Utility Engineer, Engineering Technician, Shop Foreman, Marine Maintenance Chief, Naval Mobile Construction Battalion Unit (Seabee), and engineers from other activities including USFJ, JSDF, and Yokohama DFAB or contractors in various levels of technical/engineering aspects for construction projects, facilities service contracts, GOJ sponsor counter-measure projects, and others. Provides engineering expertise and supports on Camp Fuji utilities, with special emphasis on energy and water conservation program, and takes effective measures accordingly. Maintains the records of Camp Fuji utility systems and usage and performs a variety of engineering tasks relative to new construction, operation, and maintenance of utilities.</p> <p>Performs technician type engineering work in support of those mentioned above. Analyzes and selects materials for projects, does cost estimating and coordination work with the department staff or engineers from other activities as the above mentioned for various types of projects and maintenance/repair work, to include JFIP projects. Plans and schedules construction and material delivery. Inspects and performs surveillance on construction projects for technical accuracy, accounting control, craft practices and performances to specifications. Reviews Work/Price/Materials/Equipment schedules to ensure compliances with drawings and specs before and during construction. Does first-hand drawings for various projects in CADD. (30%)</p> <p>Maintains all records of the Camp's utility systems, including drawings which incumbent updates using CADD software. Keeps utility usage records from bills and meter readings on spreadsheets and reports this analyses monthly to the Department Head. Utilities include electricity, water, steam, diesel, propane, storm drainage, and wastewater treatment. Keeps data on population and average daily temperature for conservation analysis. Maintains the transformer database, to include PCB transformers with special environmental and safety restrictions. Also maintains and updates Camp Fuji Order Utilities Conservation Program and takes effective measures accordingly, acting as a primary energy conservation advocator. (30%)</p> <p>Maintains and updates Camp Fuji map in CADD and supports CADD/GIS Section of FE Butler in developing/maintaining/updating CADD/GIS data, and acts as POC for management of real property records in support of Butler FE Planning Office, to include an annual real property survey with Yokohama DFAB officials (10%)</p> <p>Under the guidance of General Engineer, reviews all new construction and minor construction projects utility plans with emphasis on energy and water conservation programs. Reviews sewage treatment plant operator recommendation for repair and improvements. (10%)</p> <p>Is the POC for the Camp Fuji with various Facilities Service contractors and Quality Assurance Evaluators from NAVFACFE, to include Sewage Treatment Plant Operation, Refuse Collection at Camp Fuji and Numazu Beach Training Area, Clean Grease</p>		

Traps and Cooking Oil Collection, and Clean Out Oil Water Separators. POC for Energy and Utilities Inspection/Survey. POC with Takigahara Garrison and City of Gotemba on the semipublic domestic water system. Attends meetings with water users and the City on operations, billing structure, maintenance, repairs, and meetings with the City Environmental Office on general/industrial waste management, and performs as a translator when needed. Maintains records of inspection, meeting minutes, and daily/monthly/yearly contractors reports. (15%)
Performs other duties as assigned. (5%)

Qualification / Licensing Requirements:

1. College degree in engineering or science, or to have several years technical/engineering job experience with an appropriate licenses.
2. Must have an operating skill in Microsoft Office.
3. Must have the Japanese Ordinary driver license.
4. Skill in CAD preferred.

Work Schedule: Mon – Fri, 07:45 ~ 16:30, 40 hours per week.

Required documents:

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
2. Copies of certifications.
3. For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport.

1. 軍指定履歴書MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
2. 所有資格証明書のコピー
3. 外国籍の方は在留カードとパスポートコピーを提出

How to apply:

We are encouraging applicants to submit the application packages through an email from your personal e-mail address. The paper based printed application packages are accepted at Room 122, Bldg#140, Civilian Labor Affairs Office at Camp Fuji.

Application form: MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1 is available at link below.

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

To download: pull down the “JN Staffing menu,” and select “Supporting Documents,” and click “JN Application Form and Questionnaire” to download.

Submit the completed package to:

FUJI_JN_STAFFING@usmc.mil

- Submit ONLY applicable documents listed in the announcement along with your application.
- Deadline: Application with required documents must be submitted to CLAO, no-later-than 16:30 of the announcement closing date. Incomplete applications will not be processed.
- Applications are subject to screening prior to referrals. Only individuals selected for an interview will be contacted. Submitted application package will not be returned. It will be appropriately disposed, after the vacancy is filled.
- For more information, call Okinawa CHRO at 645-3370 / 098-970-3370, or email: FUJI_JN_STAFFING@usmc.mil Be sure to provide your name, position, and which base you currently work at, upon inquiry.
- Important Notice about the e-mail submission.

e-mail subject must contain “**Job Title**” and “**Announcement #**” Submission is limited to 3 PDF files including resume and attachments.

応募方法：

提出先：

海兵隊MLC / IHA求人募集に応募される方は、履歴書を個人のメールアドレスより、以下のメールアドレスへ、eメールにて添付送信提出していただくよう、ご協力をお願い致します。

FUJI_JN_STAFFING@usmc.mil

プリントアウトした書面による応募は、キャンプ富士、建物140、122号室、CLAO人事事務所で受け付けます。

応募用紙：

[MCIPAC/CHRO/MLC-IHA 12300/2\(Rev 4/14\) & Questionnaire 12300/1](#) は、以下のリンクからダウンロード可。

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

ダウンロード方法：“JN Staffing menu”のプルダウンメニューより“Supporting Documents”を選択し、“JN Application Form and Questionnaire”をクリックし、ダウンロードします。

その他注意事項：

eメールにて送信する際、Subject件名には、必ず、職種名と募集広告番号を明記してください。

添付書類はPDF（3 ファイル以内）で提出お願いします。

不備のある書類は受け付けません。書類選考の上、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致しません。お問い合わせは沖縄海兵隊人事部-CLAO人事（軍電645-3370 電話098-970-3370）または、FUJI_JN_STAFFING@usmc.milまで、ご連絡ください。

お問い合わせの際には、必ず、お名前、現在の職種名、職場を、お知らせください。

ENGLISH LANGUAGE PROFICIENCY LEVEL (LPL)

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	Not Applicable	600 ~	250 ~	100 ~	Not Applicable	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

Note: 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.