



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



Vacancy Announcement/求人広告

Date: 24 Apr 2024

## CAMP FUJI – MLC/IHA POSITION VACANCY ANNOUNCEMENT

<https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Civilian-Human-Resources-Office/LN-Programs-CATC-Camp-Fuji/Camp-Fuji-Vacancy-Announcements/>

<b>Announcement No. :</b> <b>004-24 ** This replaces Fuji Anno# 005-23 **</b>		
<b>PWO #:</b> FUJI-24-PWO-003 FUJI-23-PWO-030	<b>Position title:</b> <b>Preventive Maintenance Worker</b> MLC #2426, BWT-2, Grade-6, LPL-0	
<b>Type:</b> Permanent	<b>No. of position:</b> 2	<b>Location:</b> CATC Camp Fuji
<b>Organization:</b> Facilities Maintenance Department, CATC Camp Fuji, MCIPAC		
<b>Open to:</b> Current MLC / IHA employees within commuting area of Camp Fuji, or to those willing to relocate at their own expenses.		<b>Closing date:</b> Open until filled.
<p><b>Summary of Duties:</b> Performs all the duties of Preventive Maintenance Worker in the Carpenter Shop under the supervision of the Cabinet Maker Foreman A in maintaining all buildings structures, equipment, and various types of built-dup furniture and building components. Performs regular preventive maintenance inspection and repair of buildings and structures, to include 35% to inspect for discolorations in ceilings which indicates leakage; framing members for insect and rodent infestation, dry or wet rot, mold deteriorations, broken or split members; roof and side wall inspections for wind damage. Performs repair of the discrepancies found such as rehanging door and windows; removes and replaces broken door locks and hasps, hinges, etc. Reports major deficiencies to the Foreman A for a further corrective action. Also inspects buildings and structures for deterioration of painted surfaces. Mixes and blends paint and applies paints to interior and exterior surfaces of buildings, structures, window frames, doors, trim, sills, etc. Erects wooden structures or modifies wooden structures for office, storage, toilets, bathrooms, etc. 20% Constructs wooden frameworks, and installs floors, walls, ceilings, roofs, etc. Makes exterior signs such as facility name, facility number, occupant names, and the like, and installs them. Installs interior items like mirror, towel hanger, bulletin board, etc. Replaces broken or cracked tiles in living rooms, bathrooms, etc. Repairs water leak coming through roof structure or side wall structure. Repairs and replaces window screens. Constructs or fabricates steel structure of temporary shed, various signs, cages, handrails, racking shelves, etc. Repairs metal roofing structure, roof gutters, fencing structure, metal shutters, structural members, and various metal frames by applying torch, welding machine, and other machine tools. Performs elaborate finish work including staining and painting in fabricating or repairing counters, cabinets, shelving, trim, picture frames, etc. in conference rooms, barracks, mess hall, clubs, lounges, and so forth. Performs other related or incidental duties as assigned.</p> <p>大工工場において、キャビネット・メーカー主任Aの監督の下、すべての建物構造、設備、各種造作家具、建物構成部品の維持管理における予防保全作業員の全業務を遂行する。建物や構造物の定期的な予防保守点検と修理を行う。これには、雨漏りを示す天井の変色を検査する35%、虫や齧歯類の侵入、乾湿腐敗、カビの劣化、部材の破損や割れを検査する骨組み部材、風害を検査する屋根や側壁の検査が含まれる。ドアや窓の吊り直し、壊れたドアロックやハス</p>		

ブ、蝶番などの取り外しや交換など、発見された不具合の修理を行う。重大な欠陥は、更なる是正措置のため、監督Aへ報告する。また、建物や構造物の塗装面の劣化を検査する。塗料を調合し、建物、構造物、窓枠、ドア、トリム、敷居などの内外面に塗る。事務所、倉庫、トイレ、浴室などのために木造建築物を建てたり、木造建築物を改造する。20% 木造の骨組みを組み、床、壁、天井、屋根などを取り付ける。施設名、施設番号、入居者名などの外装看板を製作し、設置する。鏡、タオルハンガー、掲示板などの内装品の取り付け。居室、浴室などのタイルの割れやひび割れを補修する。屋根や側壁からの水漏れを修理します。

窓ガラスの修理や交換 仮設小屋、各種標識、ケージ、手すり、ラッキング棚などの鉄骨構造を構築または製作する。トーチ、溶接機、その他の工作機械を使用して、金属屋根構造、屋根樋、フェンス構造、金属シャッター、構造部材、各種金属フレームを修理する。会議室、バラック、食堂、クラブ、ラウンジなどのカウンター、キャビネット、棚、トリム、額縁などの製作や修理において、染色や塗装を含む精巧な仕上げ作業を行う。その他、指示された関連業務や付随業務を行う。

#### **Qualification / Licensing Requirements:**

- (1) Must be healthy and capable of working after hours in case of emergency.
  - (2) Must have driver's license (MT).
  - (3) Boom lifts license and/or carpentry related technician license if preferable.
  - (4) Experience of metal work preferable.
- (1)健康で緊急時に時間外勤務が可能な方。  
(2) 運転免許 (MT) を持っていること。  
(3)高所作業車免許、大工技能士免許をお持ちの方優遇。  
(4)金属加工の経験がある方優遇。

**Work Schedule:** Mon-Sun, 5 days 40 hours a week with an hour recess.

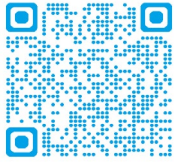
#### **Required documents :**

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
2. Copies of certifications.

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

## How to apply/応募方法:

Submit the completed package to/履歴書提出先メールアドレス: [FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil)



### Application form/応募用紙:

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1 is available at link below or QR code. 応募用紙は以下のリンク またはQRコードからダウンロード可。

<https://www.mcipac.marines.mil/Portals/28/JN%20App%20Form%20and%20Questionnaire.pdf>

We are encouraging applicants to submit the application packages through an email to the email address above.

MLC / IHA求人募集に応募される方は上記のメールアドレスへ eメールにて履歴書を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。

- Important Notice about the e-mail submission. eメールにて履歴書を提出する際の大切なお知らせ
  - e-mail subject must contain “**Job Title**” and “**Announcement #**”  
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
  - Submission is limited to 3 PDF files including resume and attachments.  
添付書類はPDF (3個以内) で提出お願いします。

The paper based printed application packages are accepted at Room 122, Bldg#140, Civilian Labor Affairs Office at Camp Fuji. 印刷した履歴書提出の場合は **CLAO**人事事務所 (キャンプ富士、建物番号**140**、**122**号室) にて受け付けいたします

- Submit **ONLY** applicable documents listed in the announcement along with your application.  
募集要項に記載の必要書類のみご提出ください
- **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.  
締切日: 履歴書は締切日の16:30までにCLAOに提出して下さい。不備のある書類は受付できません
- 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.  
書類先行の上、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。空席が埋まり次第書類は適切に処分いたします。
- For more information, call Okinawa CHRO at 645-3370 / 098-970-3370, or email: [FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil)  
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、上記Eメールアドレスまでご連絡ください。

## 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.