



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: 30 Aug 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/>

Announcement No. 募集案内番号 : 010-24		
PWO # 求人番号: Fuji24-PWO-014	Position title 職種名、職番、基本給表、等級及び語学能力級: Garage Manager, #0144, BWT-1, Grade-5, LPL-2 ガレージマネージャ, #0144、基本給表-1、等級-5、語学能力-2	
Type 種類: Limited Term NTE: 9/30/2025 IHA 基本労務契約	No. of position 募集人数: 1	Location 就業場所 : CATC Camp Fuji キャンプ富士 (静岡県)
Organization: MCCS, CATC Camp Fuji, MCIPAC キャンプ富士、福利厚生部		
Open to: Current MLC / IHA employees within commuting area of Camp Fuji, or to those willing to relocate at their own expenses. 応募対象者 : キャンプ富士通勤圏内に在住する方、もしくは自費にて 通勤圏内へ移住できる方。		Closing date: Open until filled.
Summary of Duties 仕事の内容: Incumbent is responsible for the daily operation of the auto skills center. Acts as the primary liaison between patrons and automotive repair technicians and is responsible for contacting/coordinating vehicle maintenance with local contractors within the local economy for customer vehicles. Assists customers with basic diagnosis of vehicle problems in order to provide appropriate details to local contractors. Maintains contact with customer by providing follow-up information on cost estimates for repairs and estimated repair times. Coordinates with local specialist for JCI and other related services. Maintains an accurate and organized system of records for customer vehicle repairs. Places calls to Blanket Purchase Agreement (BPA) local vendors to order all required repair parts, supplies, and equipment, or to solicit assistance necessary to complete the patrons repair work in a timely fashion. Responsible for accuracy of receipts, completing post action reports as well as other reports deemed pertinent. Due to the responsibilities of the position in serving the military community and coordinating with local vendors, must have strong oral and written communication skills in English and Japanese. (35%) Serves as the primary point of contact (POC) for customer safety orientation of equipment and facility use. Maintains oversight of facility/equipment use while customers are present ensuring safe operating procedures are adhered to. Performs daily inspection of equipment and performs basic preventive maintenance as required to ensure equipment is serviceable for customer use. Must be able to use automotive tools and servicing equipment such as hydraulic jack, vehicle lift, tire changing machine, tire balancer, welding equipment, ordinary hand and power tools, and other related equipment. Responsible for the control and care of all automotive equipment and tools and performs regularly scheduled preventive maintenance, minor repairs, trouble shooting and advising higher management when equipment requires advanced technical repairs. Conducts weekly inventory of equipment assets reporting discrepancies to		

management. Responsible for the orderly operations of the facility ensuring that it is clean and organized. Will support customers with basic auto skills tutorials and classes as determined by customer demand or leadership guidance. (30%)

Processes payment for stall use, retail purchases, and repair services. Provides cost estimates for repairs to customers after receiving from local contractors. Conducts monthly inventory of retail merchandise reporting discrepancies to management. Works with point of sale system to accept authorized forms of payment (credit, cash, check, etc.). Completes Daily Activity Report (DAR). Keeps higher management informed of operational needs (equipment, supplies, etc.) while placing orders for replenishment of required materials. Maintains organized records for all program expenditures and ensures proper accounting of all program revenue and expenses. (20%)

Provides assistance as needed to the Motor Transportation Mechanic in support of maintaining the MCCS Fuji vehicle fleet. Performs basic automotive repairs and preventive maintenance independently. (10%)

Performs other related or incidental duties as assigned. (5%)

Qualifications 応募条件) :

1. Must have basic knowledge and skills of automotive repair and maintenance.
2. Working experience in automotive repair is highly desired.
3. Ability to use automotive tools and servicing equipment such as hydraulic jacks, vehicle lift, tire changing machine, tire balancer, and other tools.
4. Ability to effectively communicate in English with military customers (speak, read, write, and understand in a business environment.) (LPL-2)
5. Must be fluent in Japanese to communicate with Japanese contractors.
6. Basic knowledge and skills in operating personal computer application such as MS Word, Excel, Outlook and web-based systems.
7. Must be able to communicate with customers in friendly and professional manner.
8. Ability to plan, organize, prioritize, and work independently in performing administrative duties.
9. Must have Driver's license (Futsu) and able to obtain GOV (Government Owned Vehicle) license.
10. Ability to perform Safety and Environmental task.
11. Welding ability is desired, but not a mandatory requirement for hiring.

Work Schedule 勤務スケジュール:

Tuesday to Saturday: 10:00-17:00, 8 hours a day, 40 hours a week. Recess: 14:00 to 15:00.

Average overtime hours per month 8 hours.

火曜日から土曜日 : 10:00-17:00、一日 8 時間、週 40 時間、休憩 : 14:00 から 15:00

平均的な月間残業時間数 8 時間

Required documents 応募書類:

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



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頂く様、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
お問い合わせは沖縄海兵隊人事課-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.