



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



Date: 19th April, 2023

MLC POSITION VACANCY ANNOUNCEMENT

Announcement No. : CF 23-064		
PWO # : FUJI-23-PW-012	Position title : Engineering Technician , #384, BWT-1, Grade-6, LPL-3	
Type : MLC - Permanent	No. of position : 1	Location : CATC Camp Fuji
Organization : Environmental, CATC Camp Fuji		
Open to : Japan wide USFJ bases (Transfer expenses is not authorized) 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.
Summary of Duties : <p>The incumbent works for and reports to the Environmental Manager. The Environmental Engineering Technician, (EET) assists the Environmental Manager in establishing, implementing and maintaining a comprehensive environmental program that complies with the U.S. Forces Japan Environmental Governing Standards (JEGS). The EET receives daily administrative and technical direction from the Environmental Manager covering all matters relative to environmental to include the following programs; Air, Water: Solid Waste, Hazardous Waste, Natural and Cultural resources, Pesticide Management, Environmental Management Systems, and Comprehensive Environmental Training and Education Plan (CETEP). The purpose of this position is to provide environmental assistance to the Environmental Manager and section.</p> <p>DUTIES:</p> <p>1. Work includes implementing and maintaining the above-mentioned plans. Ensure that MCIPAC and MCICOM requirements are met and implemented into the environmental plans and orders. Continually review, update, implement, manage and enforce the CATC Camp Fuji Environmental Orders that are assigned by the Environmental Manager. Must have a thorough understanding and a firm grasp on the use of computer software to include Microsoft Office, Adobe Pro, and other software applications. Possess the ability to distinguish and analysis the types of materials used for engineering, construction, and maintenance projects when conducting environmental reviews and projects. Performs coordination, surveillance, inspections and reporting of environmental projects assigned. Assists project engineers / scientists and Marine Corps units in environmental project development and contract management activities, by developing and or reviewing plans, specifications and cost estimates for a variety of projects within assigned environmental programs.</p>		

2. Conducts surveys on waste collection systems such as oil water separators, waste oil collection tanks, and inspects hazardous waste generator areas to ensure compliance with local host nation and deferral regulations. Prepares inspection reports reflecting data collected on all non-compliance deficiencies noted and provides recommendations for remediation and abatement action. Performs analyses on waste generating procedures for compliance, economy and safety of operations.

3. Acts as environmental point of contact chemical incidents and hazardous materials releases. Assist the Installation-On-Scene-Commander in the absences of the Environmental Manager. Investigates environmental incidents involving chemical spills and hazardous materials releases, submits reports and findings to the Environmental Manager. Provides briefing to personnel on the hazard's chemical spills and hazardous material releases. Provides training and guidance on the proper methods and procedures for the cleanup operations.

4. Collects environmental samples, uses and maintains environmental sampling equipment and instruments. Ensures sampling equipment is accurately calibrated and functioning properly, maintains information and material required for laboratory analysis. Interprets laboratory reports to determine the presence of hazardous constitutes, environmental conditions and the degree of noncompliance with regulatory requirements.

5. Coordinates with Japanese prefecture government officials on environmental issues and acts as an interpreter for supervisors and visiting Japanese officials during field inspections and meetings. Translates environmental materials and information involving technical and specialized terminology routinely used in the environmental engineering field from English into Japanese and vice versa.

6. Develops, prepares and submits annual budget requirements. Manages procurement and tracking of environmental supplies and equipment. Maintains an up-to-date database and tracking system of the environmental budget.

7. Performs other related environmental or incidental duties as assigned.

Qualification / Licensing Requirements :

The position requires an advanced level of English language ability including reading, writing and speaking, a technical vocabulary in English and in Japanese. A working knowledge of chemistry, U.S. Environmental (EPA), Occupational Safety and Health (OSHA) and Department of Transportation (DOT) Laws and regulations, storage and handling of hazardous materials and Japanese regulations, computerized databases and other information sources, as they apply to personal safety and environmental management.

Must have Bachelor of Science degree or equivalent environmental experiences in general science and or engineering with comprehensive knowledge, initiative, ingenuity and exceptional technical judgment in dealing with computer systems and environmental databases.

Must have 4K Forklift license; Driver's License; Native Japanese Communication Skills, verbal, reading (kanji) and written (kanji); Minimum of English LPL-3. Accepted test scores in TOEIC, TOEFL, EIKEN, ALCPT only.

Must be proficient in Microsoft Office (MS Word, Excel, Power-point, and Outlook. Be able to create and to provide the training presentations in English and in Japanese.) Must be able to work as a team member.

Preferred: Master of Science degree in related field. Potential to achieving the LPL-4 or higher test scores in foreseeable future. An exceptional business level communication skill in English and in Japanese.

An ideal candidate would be someone who have at least 5 years of Environmental, Safety and Health related work experience in the private sector.

Work Schedule :

Mon-Fri, 07:45-16:30, Recess 11:45-12:30

Required documents :

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

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 only accepted at a drop box, located on the door of 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 called.
Submitted application package will not be returned. It will be appropriately disposed, after the vacancy is filled.
- For more information, call CLAO at 224-8383 / 0550-88-5844, 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 CF #**"
Submission is limited to 2 PDF file attachments. Note: do not send the zipped files.

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 Accepted	600 ~	250 ~	100 ~	Not Accepted	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	Not Accepted	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							

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.