

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	NS-VA-12-24
募集締切日: Closing Date	20 May 24
発行日: Date of Issue	7 Dec 23

1.職種名 Job title ( 等級 Grade 5 / 語学等級 LD 1 )

### Vehicle Driver #2140 (車 両 運 転 手)

☐ 事務系      ☒ 技能系      ☐ 保安系      ☐ 医療系  
Administrative    Blue Collar Trade    Security      Medical

募集人数  
No. of Recruitment

1 名

4.募集範囲 Area of Consideration

- I. ☒ 現 MLC/IHA 従業員 ( 部隊内 )  
Current MLC/IHA Employee within Activity  
II. ☒ 現 MLC/IHA 従業員 ( 通勤圏内 )  
Current MLC/IHA Employee in commuting distance  
III. ☒ 現 MLC/IHA 従業員 ( 全在日米軍 )  
Current MLC/IHA Employee Japan Wide  
IV. ☒ 外部 Off Base Applicant

2.部隊 Activity

The New Sanno

Food & Beverage Department, Food Production Division, Warehouse

勤務場所 Working Place: 東京都港区 Minato-ku, Tokyo

3.勤務時間 Work Schedule ( 週 40 時間制 hrwv )

勤務日 Work Days: 5 days/week

勤務時間 Work Hours: 勤務時間 Work Hours: 0600-2300 (8 hours/day)

休憩 Recess Period: 1 hour/day

☐ 夜勤 Night Shift      ☒ 残業 Overtime      ☒ 出張 Business Travel

5.雇用の種類 Type of Employment

- ☐ MLC  
☒ IHA  
☐ 時間制 HPT  
☒ 常用 Permanent  
☐ 限定 Limited Term (    カ月 Months )

6.職務内容 Duties

Located at Warehouse, New Sanno Hotel. Serves as a vehicle driver, the incumbent is responsible for New Sanno Airport Shuttle Service Operation from/to New Sanno Hotel to/from Narita/Haneda Airport to transport New Sanno guests. Operates light automotive vehicle to transport cargo, and assists stock handling work at the warehouse. Serves as a vehicle driver for New Sanno Airport Shuttle Service Operation, operates New Sanno Airport Shuttle vehicle under 3.5 ton capacity, to safely transport hotel guests from/to hotel to/from Narita/Haneda Airport based on New Sanno shuttle schedule. Regularly checks the shuttle schedule for the day and notes the pick-up and drop off times for each guest. Ensures the shuttle vehicle is clean and well maintained before starting the service. Greets guest at the hotel or the airport lobby and assists with their luggage. Drives safely and follows all traffic rules while travelling. Provides necessary information regarding airport procedures, such as check in counters and security checkpoints. Returns to the hotel promptly and prepares for the next schedule pick up. Monitors flight schedules and be aware of any delays or changes that may affect pick up times. Arrives at the airport on time for pick up and locates the guest at the designated meeting point. Upon arrival at the hotel assists guests with unloading the luggage and escorts them to the lobby if needed. Updates the shuttle schedule and makes any necessary adjustments for future pick-ups and drop offs. Communicates any issues or concerns regarding the shuttle service to hotel management. Maintains a professional and friendly demeanor throughout the entire shuttle service experience. Operates light automotive vehicles such as trucks, jeeps, sedans, carryalls, station wagons and pickup and panel trucks under 4-ton capacity, to transport cargo. Performs operator's maintenance such as replenishing fuel, oil, grease, water, air, and battery fluid as required; cleans inside and outside of vehicles; cares for tools and equipment; makes minor emergency repairs. Loads and unloads or assists in loading and unloading cargo, insuring that cargo is properly placed and secured, that load capacity is not exceeded. Completes required documentation to ensure proper toll tickets (i.e. USFJ Form 19EJ, DD Form 1970) are obtained, and operator's maintenance service record. In case of accident, completes driver's incident/accident report. Assists in the receiving and unpacking of items received, verifying against accompanying documents (i.e. New Sanno Purchase Orders, Packing Slips, New Sanno Purchase Requests, Blanket Purchase Agreements and other like documents) to ensure correct items are received in quantity required that affect payment. Assists in segregating items and storing in proper area in accordance with accepted storage practice giving consideration to such material factors as shelf life, deterioration characteristics and rapidly of movement. If refrigerated storage is involved, maintains temperature at a level which will prevent spoilage. Assists in examining stock periodically to identify items requiring technical order compliance and those in need of reconditioning or repackaging. Work involves light and heavy lifting up to 35 kilograms and sustained movement in outside and inside areas. Is exposed to possibility of injury by falling objects and lifting. In refrigerated areas, is exposed to cold in temperature from -20°C to 5°C. Assists in periodic inventory of all warehouse stock. Operates any of several makes of electrically or gasoline-powered mobile forklift trucks to move, load or unload, transfer, transport, and stack or unstack palletized goods, boxes, and crates of merchandise, materials and supplies from one location to another, such as to and from warehouses, trucks, etc. Is responsible for the proper stacking, storing, moving, loading, or unloading in accordance with instructions and best method of handling: avoiding overloading and high stacking. Performs first echelon maintenance by checking tires, water, gas, and surface operating conditions and reports to foreman when machine appears to be in poor running order.

車両運転手として、ニューサンノーホテルと成田・羽田空港間等のシャトルバスの運行を担当し、宿泊客を送迎する。車両を運転して荷物を運搬したり、倉庫内での在庫作業の補助をする。各ゲストの送迎時間を記録する。車両が清潔でよく整備されていることを確認する。ホテルや空港のロビーでお客様をお出迎えし、荷物を運ぶ。フライトスケジュールを監視し、お迎え時間に影響を与える可能性のある遅延や変更注意到注意する。必要に応じてシャトルのスケジュールを更新し、送迎に必要な調整を行う。シャトルサービスに関する問題や懸念事項を監督者に伝えます。様々な車両を運転して貨物の輸送を行う。必要に応じて、燃料、オイル、グリス、水、空気、バッテリー液の補充などの車両メンテナンス及び応急修理を実行する。適切な通行券 (在日米軍フォーム 19EJ, DD フォーム 1970) を確実に取得し、オペレーターの保守サービス記録を取得するために必要な文書を完成させる。事故が発生した場合は、ドライバーの事件/事故報告書を作成する。受け取った商品の受け取りと開梱を確認し、書類と照合して正しい商品が必要な数量であるか確認する。フォークリフトを操作して、商品、箱、商品、資材、消耗品の木箱などの移動、積み降ろし、移送、輸送、積み上げたり積み下ろしを行う。過積載や高積み avoidance、状況について必要に応じて監督者に報告する。

## 7. 資格要件／身体条件 Qualification/Physical Requirements

- a. One year of trade and/or manual works in a related field. 関連分野における1年の技能経験。
- b. GOJ Class II Ordinary Driver's License (Futsuu Nishu) with gross vehicle weight less than 3.5 ton  
普通自動車運転免許（二種）車両総重量 3.5 トン未満をお持ちの方。
- c. GOJ Medium Size Driver's License (Chugata) with gross vehicle weight 7.5 ton or more but less than 11 ton  
中型運転免許証（中型）車両総重量 7.5 トン以上 11 トン未満をお持ちの方。
- d. GOJ Large Size Special Purpose Driver's License (Oogata Tokushu)  
大型特殊免許証（大特）をお持ちの方。
- e. Certificate of Completion of Training Course for Forklift Operator フォークリフトの修了証をお持ちの方。
- f. Must be able to lift up to 64 pounds (29kg) intermittently to lift and carry up to 77 pounds (35kg) with assistance.  
断続的に 29kg 未満を持ち運びのできる方。補助をもって 35kg 未満を持ち運びのできる方。
- g. Ability to perform operator's maintenance and minor emergency repairs of vehicles.  
車両の手入れと緊急時の修繕のできる方。
- h. Ability to lift, carry, load, and unload cargo. 荷物類の持ち上げ、搬送、積み込み、荷下ろしのできる方。
- i. Ability to perform duties in a variety of cold temperature conditions ranging from -4°F (-20°C) to 41°F (5°C) in the refrigerated areas. -20°C から 5°C に及ぶ冷蔵室での作業ができる方。
- j. Ability to speak, read and write English at elementary proficiency level (LD-1). 初級の英語力をお持ちの方。
- \* A handicapped applicant may be accepted, depending on the degree and kind of disability.
- \* Non-Japanese applicants: Only those who possess non-restricted work permit (Permanent resident, long-term resident, spouse or child of a Japanese national) in Japan will be eligible.
- \* U.S. Citizens (including dual citizenship with US) are not eligible for IHA (HPT) employment.

英語力 English Language Proficiency : ☐ 必要なし None ☒ 初級 Basic ☐ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力 Exceptional

学歴 Educational Background: N/A 免許証／修了証 License/Certificate Required : See blocks 7&8

## 8. 提出するもの Application and Associated Documents

職務状況 Working Condition

- \* ☒ 空席応募用紙 Application for Vacancy Announcement
- \* ☒ 専門職務経歴書 Resume of Specialized Work Experience
- \* の記入は Complete \* in ☐ 日本語で Japanese ☐ 英語で English ☒ どちらでも Either
- ☒ 家族／親族が在日米海軍で勤務している方は、『親族に関する質問表』  
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"
- ☒ 運転免許証の写し Copy of Driver's License
- ☒ 修了証／証明書の写し Copy of Certificate : Certificate of completion of training course for Forklift Operator
- ☐ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
- ☒ 84 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)  
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 84 yen stamp (MPS is unacceptable.)
- ☒ 日本国籍以外の方は、在留カード(両面)及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (Front & Back) and Passport Copy

Irregular work schedule including Sat, Sun & Holiday.

問い合わせ先 for Job Inquiries

提出先 Office to Submit

事務処理欄 For Official Use

担当部署／担当者名 Office/POC  
The New Sanno, Tokyo  
ニューサンノー人事課  
☎03-6868-2311  
(Extension/内線 7047)

〒106-0047 東京都港区南麻布 4-12-20  
4-12-20 Minami Azabu, Minato-ku, Tokyo  
ニューサンノー人事課  
The New Sanno, Personnel Office  
☎03-6868-2311 (内線/Extension 7047)

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Certified by Activity: at  
HRO: (rcvd 12/4) kw 12/6

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

## PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397; 及び日本法・個人情報の保護に関する法律（平成15年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions. 情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。