

横須賀基地空席広報

VACANCY ANNOUNCEMENT

Open Until Filled

広報番号: Announcement No.	NS-VA-28-26
初回選考締切日 1 st Cut-off Date	2 Mar 26
募集締切日: Closing Date	17 Feb 27
発行日: Date of Issue	17 Feb 26

1. 職種名 Job title (等級 Grade 6 / 語学等級 LD 3)

Engineering Technician (General) #93

(エンジニアリング専門職(一般))

Acceptable trainee level (採用可能見習い等級):
等級 Grade-5, 語学等級 LD-2

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

This is an open until filled (OUF) vacancy announcement (VA), which will be posted until filled.

2. 部隊 Activity

The New Sanno

Maintenance Department

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 hrww)

勤務日 Work Days: 5 days/week

勤務時間 Work Hours: 8 hours/day in 24 hours operations (00:00-24:00)

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

 常用 Permanent
(年齢 18歳~61歳、定年年齢を上限)
(Age: Ages 18 to 61. Up to the retirement age.)

日米政府間で締結された労務提供契約に基づき雇用される

Employed under a labor services agreement concluded between the Japanese and U.S. governments.

- 限定期間 Limited Term
(__ ヵ月 Months or NTE date)

 時給制臨時 Hourly Pay Temporary
(HPT) _____yen per hour

6.職務内容 Duties

Supervision: Supervise 24 hotel employees involved in the administration and operation of Maintenance Department. Coordinate and monitors work done by hotel staff as well as contractor crews accomplishing building and equipment maintenance, repairs, minor construction, renovations, and energy conservation. Delegates authority to carry out responsibilities but assures that limitations are defined in writing on policy, contractual commitments, expenditures and personnel. Overseas operation of the hotel maintenance on a daily bases, including the quality control of all projects under his/her control. Is responsible for enforcing all fire prevention regulations, coordination hotel efforts with local military fire department inspections. Via the Audio Visual Technician who is on the New Sanno Maintenance Staff, provides support to all departments in set-up of lighting sounds and audio-visual aids and system as needed for entertainment programs and/or special events. Submits needs on the proper from to assure that the needs of all personnel in his/her department are met in a timely manner. This is done through development of a close relationship and maintaining close coordination with the Contracting Officer. Develops specifications, requests quotations, and selects supplies and equipment for projects under his/her control. Engages in current (daily, weekly, monthly, and quarterly) and long range planning for maintenance, repairs, replacement renovations, and disposal of equipment in existing facilities. Also engages in maintenance, repairs, and construction of new facilities. Keeps abreast of advancements in lodging and food service maintenance and engineering through personal study, attendance at industry and academic meeting and courses, and through visiting other maintenance and engineering operations.

Being accountable to the Director for Maintenance Department funds, supplies, furniture, fixtures, and equipment of all kinds; establishes, enforces and monitors accountability system. Using such tools as flow process charting, statistical analysis, interview methods and director observation, analyzes Maintenance Department operational methods and procedures. In pursuit of optimum productivity, institutes work-simplification methods and use of labor saving equipment. Monitors fuel and power usage to determine energy conservation measures. Identifies areas where improved management practices may increase efficiency or decrease cost. Prepares final studies, alternate approaches and most desirable action courses. Develops and maintains sound organizational plan and staffing guides and job descriptions, for the Maintenance Department personnel. Monitors additions, eliminations and alterations of positions. As a member of the hotel staff, attends staff meetings and participates actively in meeting discussions and interchanges of ideas. Conducts periodic meeting of Maintenance Department members. Keeps the Director fully informed on conditions and major concerns in the Maintenance Department. Promptly alerts the Director of problems or potential problems and areas of concern. Enforces personnel policies and labor relations programs within the Maintenance Department, as directed by the Director and Bureau of Naval Personnel. Implements and supervises both dedicated and on-the-job training programs within the Maintenance Department. Recruits, hires, orients, schedules, supervises, leads, motivates, appraises, disciplines and terminates New Sanno employed Maintenance Department personnel. Engenders high morale among the Maintenance Department staff. Arbitrates in Maintenance Department personnel and work relationships, internally, with personnel from other New Sanno departments and with hotel customers and guests.

特別な職務状況 Outstanding Working Condition, if any
Works on rotation shift, including Saturday, Sunday, and Holidays.

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

- a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR Masters Degree in a related field.
- b. Knowledge of principles, techniques, methods, and precedents gained through technical experience in the mechanical and civil fields to develop, execute and manage repair and maintenance projects/construction for facilities.
- c. Knowledge of basic construction practices, blueprint (drawings) reading, facility management, cost estimating, and facility planning.
- d. Knowledge of maintenance operations, and techniques, materials, equipment and procedures used by the diverse trades of Maintenance Office, such as RAC Mechanic, Electrician, TV Repairman, Boiler Plant Operator, etc.
- e. Knowledge of fire prevention regulations.
- f. Skill in operating personal computer software such as Microsoft Word, Excel, and Access.
- g. Ability to supervise subordinate employees and oversee maintenance operations.
- h. Ability to manage Maintenance Department to include financial, budget, organizational plan and staffing guides.
- i. Ability to speak, read, and write English at fluent proficiency level (LD-3).

*An applicant who does not fully meet the qualification requirements stated above may be considered as a lower grade level as below.

1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-year college/university in a related field.

* 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.

Handicapped applicants may be accepted, depending on the degree and kind of disability.

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

8.提出するもの Application and Associated Documents

応募書類提出方法は下記 9 項をご確認ください。 See item #9 below for How to Submit Application Documents.

下記に示される必要書類の全てが揃っていない場合、若しくは下記 9 項の応募方法の指示通りにご応募頂けない場合、選考対象となりませんのでご注意ください。 When all of required documents indicated below or instructions on How to Submit Application Documents in item #9 below are not followed, your application will not be accepted or considered for this position.

- 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)
- 専門職務経歴書 Resume of Specialized Work Experience
1 & 2 の記入は Complete in 日本語で Japanese 英語で English どちらでも Either
- その他必要書類等 Other Required Documents (内部応募者は、下記にチェックマークで示される書類がある場合 1 つの添付ファイルにまとめてください。 For current MLC/IHA employees, when any of the following documents are check marked, combine them to one file attachment)

運転免許証の写し Copy of Driver's License

マイナ運転免許証の方は「マイナ免許証読み取りアプリ」等より印刷された免許情報を提出。

For My Number Driver's License, submit the license information printed from the My Number Driver's License Reading Application, etc.

修了証/証明書の写し Copy of Certificate

英語の能力を証明するものの写し。 Certificate of English Proficiency.

TOEIC, TOEFL 等の語学試験結果証明書をお持ちでない方はご自身の英語力（会話、読み、書き）レベルについての自己申告、若しくは英語を使った職務経験を応募用紙の職務経歴欄に記述して下さい。

If you do not have Certificate of English Proficiency Test, such as TOEIC, TOEFL, provide self-statement on the level of your English proficiency (speaking, reading, writing) or describe the work you have performed using English under the work experience section of the application form.

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.

DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

NOTE: Retired US military/reservist must obtain approval for employment under foreign government from both the Secretary of State and the Service Secretary from which you retired, and attach the approval letter to be considered.

- (外部応募者のみ For external applicants only) 110 円分の切手を貼付し、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 110 yen stamp (MPS is unacceptable.)

*資格要件審査に必要な応募書類ではありませんが、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』を提出してください。（内部応募者は、上記 3 項のその他の必要書類とまとめて提出してください。）

The "Questionnaire on Relatives" is not a form essential in screening applicant's qualification. However, if you have any family/relatives who work at U.S. Navy base/facility in Japan, please submit this form. (For current MLC/IHA employees, please submit with the "Other Required Documents" in item#3 above.)

上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;

<https://cnrj.cnmc.navy.mil/Operations-and-Management/Human-Resources/How-To-Apply-MLC-IHA-JOB-Opportunities/JN-Forms/>

9.応募書類提出方法 How to Submit Application Documents

提出先:

郵送または E-mail にてニューサンノー人事課へ提出。

〒106-0047 東京都港区南麻布 4-1-20

ニューサンノー人事課

☎03-6868-2311 (内線 7047)

Submit to:

By postal mail or E-mail to the New Sanno Personnel Office.

4-12-20 Minami Azabu, Minato-ku, Tokyo 〒106-0047

The New Sanno, Personnel Office

☎03-6868-2311 (Extension 7047)

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : The New Sanno Personnel Office

軍電 (DSN) 243-7047

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.

勤務時間が週 20 時間 以上の場合は雇用保険・健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance, Health Insurance and Pension Plan.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。