

KADENA CIVILIAN PERSONNEL FLIGHT

<http://www.kadenafss.com/career/civilian-personnel-section/>

Vacancy Announcement No. (求人広告番号): **OC-21-06**

Opening Date:
発行日:

9 Sep 2021
令和 3 年 9 月 9 日

Closing Date:
締切日:

Open until filled
採用が決まるまで

Who May Apply (募集対象従業員):

- MLC/IHA employees within the recruiting organization.
募集組織内に所属する MLC/IHA 従業員
- Kadena CPO Servicing Units** (MLC/IHA employees of **AF/DeCA/DoDEA/DLA-Disp/GSA**)
嘉手納人事部管轄内雇用 (空軍/DeCA/DoDEA/DLA-Disposition/GSA 所属の MLC/IHA 従業員)
- Other Agencies** (MLC/IHA/MC employees of **Army / Marine Corps / Navy / AAFES** in Okinawa
沖縄県内上記以外の軍雇用 (陸軍 / 海兵隊 / 海軍 / AAFES 所属の MLC/IHA/MC 従業員)

Eligible employees who are interested in being considered for the following vacant position(s) must read below instructions carefully.

How to apply: Please submit your applications to Kadena Civilian Personnel Flight (CPF) Japanese Staffing by the closing date. Applications should be submitted via one of below designated drop boxes:

1. Box 1: Room B-202, Building 721-A (2nd floor), Kadena Air Base
2. Box 2: Kadena Gate 1 Visitor Control Center, Building 31, Kadena Air Base

Required documents: KADENA AB Form 1EJ, 20090413 (APPLICATION FOR KADENA V/A) and copies of required licenses/certifications if any. Application form is available on 18th Force Support Squadron Home Page at <http://www.kadenafss.com/career/civilian-personnel-section/>. (Please refer to "How to fill out application form")

Important note: As an applicant, it is your responsibility to complete your application correctly and ensure all the required documents are attached to the application. Please limit your documents only to application and required documents. Submitted applications will not be returned.

本求人広告に記載された職種へ応募する従業員は、下記の注意事項をご確認ください。

応募方法: 応募書類を、上記締切日までに嘉手納人事課雇用係宛へ以下のいずれかの投函箱へ投函してください。

1. 投函箱 1: 嘉手納飛行場、建物番号 721-A (2 階)、部屋番号 B-202
2. 投函箱 2: 嘉手納飛行場、建物番号 31、ゲート 1 ビジターコントロールセンター

応募書類: KADENA AB Form 1EJ, 20090413 (嘉手納応募履歴書) と応募に必要な免許証・証明書等の写し。応募履歴書は第 18 フォースサポート中隊のホームページからダウンロード (PDF フォーム形式) できます。(ホームページ <http://www.kadenafss.com/career/civilian-personnel-section/> を参照)。(応募書類の書き方をご参照下さい)

注意事項: 応募者は各自の責任において応募書類に記入漏れや不備がないかを確認し、また必要な添付書類の確認も行ってください。応募の際は必要書類のみ提出してください。提出された応募書類の返却はいたしません。

Contact information (問合わせ先): 632-7912 or Kadena Civilian/JN Staffing <kadena.jnstaffing@us.af.mil>

語学能力に関する規定の変更 Language Proficiency Level (LPL) Certificate Requirement Change

語学能力を証明する書類が必要となります。応募する職種の LPL をご確認の上、該当する証明書(コピー)を添付して下さい。**ALCPT スコアに一部変更がありますのでご確認下さい。**

ENGLISH PROFICIENCY TEST (EPT)

LPL	TOEIC	ALCPT Prior to 8 Feb 16	ALCPT After 8 Feb 16	TOEFL			CASEC	EIKEN
				(PBT)	(CBT)	(iBT)		
4 (Exceptional)	860 – 990	86 – 100	NA	600 –	250 –	100 –	NA	1 st
3 (Fluent)	730 – 859	76 – 85	90 – 100	550 – 599	210 – 249	80 – 99	870 –	Pre-1 st
2 (Average)	550 – 729	66 – 75	75 – 89	460 – 549	140 – 209	50 – 79	560 – 869	2 nd
1 (Elementary)	400 – 549	51 – 65	65 – 74	430 – 459	120 – 139	40 – 49	475 – 559	Pre-2 nd
PRE-1 (Minimal)	350 – 399	NA	40 – 64	NA	NA	NA	NA	3 rd

注意事項

2006 年 4 月 18 日付第 5 空軍の規約覚書により、直属の部下及び指揮系統下の親族雇用、さらに人選権・人事措置・職務評価に影響を及ぼす事が可能な者が親族の選抜を促す行為等が禁止されています。

親族とは、父、母、夫、妻、息子、娘、兄弟、姉妹、叔(伯)父、叔(伯)母、従兄弟(姉妹)、甥、姪、義父、義母、義兄弟、義姉妹、継父、継母、継子、継兄弟、継姉妹、異母(父)兄弟、異母(父)姉妹、祖父母、孫等。

また、応募申込書 1 ページ目下段に記載されてる項目欄(記入例を参考)が未記入の場合は書類不備とみなされますので御了承下さい。

記入例

アメリカ軍人又は軍属(SOFA)の扶養家族ですか? Are you a family member of a SOFA status personnel? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	応募先の職場に家族・親戚が働いている場合は、その方の氏名をお書きください。 If any, list your family member/relatives who are employed in the command where this position is located. なし (None) 又は 浦島太郎 (伯父)	これまでに逮捕又は法律に違反して有罪の判決を受けた事がある方は詳細を記入して下さい。 Have you ever been arrested, indicted or convicted for any violation of law? If so, state complete circumstances. なし (None) 又は 窃盗・器物破損
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これらの欄が未記入の場合は書類不備としてみなされ、面接者紹介リストには載りません。下記の署名と日付の欄も記載がない場合は書類不備となりますので、記入漏れのないようご確認下さい。

私は、募集要項の資格条件を読み、これらの条件を満たしているものと信じます。なお、本求人広告申込書を受付終了前に人事課に届くよう確認するのは私の責任であることを了解しています。本申込書中のすべての項目について、もし虚偽の記述をした場合には、直ちに解雇又は本申込書が不承認になりうることを私は承知しています。ここに記入した事柄は私の知る限り、また信じる限り事実であることの証明として署名します。
 I have read the qualifications required for this position and believe that I meet these requirements. I also understand that it is my responsibility to ensure that my application reaches the Civilian Personnel Flight prior to the closing date. I understand that falsification of any item herein may result in the immediate termination of my employment or disapproval of my application. I place my signature in certification that the information contained herein is the truth to the best of my knowledge and belief.

申込日付 Date of Applying 24 Dec 2013	本人の署名 SIGNATURE OF EMPLOYEE Tiro Yamamoto 又は 山本 次郎	電子署名又は直筆の署名
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Position Title/Series Grade/LD	Industrial Hygiene Technician, MLC JD: 603, BWT 1-5, LPL: 3 (This position has a promotion potential to Industrial Hygiene Technician, BWT-1-6, JD#604)		
Work Place	18th Operational Medical Readiness Squadron, Bioenvironmental Engineer Flight (18 OMRS/SGXB), Kadena AB	Number of position(s)	1
<p>Summary of duties: This is a developmental position for Industrial Hygiene Technician, BWT-1-6, JD#604.</p> <p>Duties for BWT-1-5, JD#603: Performs developmental and recurring assignments as an industrial hygiene technician to assist a higher graded bioenvironmental staff or supervisor. Supports the Occupational Health and Environmental Elements to conduct workplace assessment and monitoring; to evaluate the internal and external environmental of work areas. Conducts air sampling, noise dosimetry, evaluates ionizing and non-ionizing radiation; collects data to assess work centers' processes. Sampling including preparation of equipment, e.g., air sampling pumps, velometer, sound level meter, etc. Assignments are combined with training to develop analytical skills and techniques used to resolve issues or problems of a procedural or factual nature. Individual projects can be performed utilizing established, commonly applied methods. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Translates between GoJ officials and Base Bioenvironmental office for the bioenvironmental matters.</p> <p>Duties for BWT-1-6, JD#604: Performs as a senior Occupational Health Program manager, Environmental Health Program manager, and the liaison between GoJ and Base for the bioenvironmental matters. Performs Industrial Hygiene site evaluation/assessment of personnel assigned to industrial shops on Kadena AB (18 WG and tenant units) as part of the occupational health program. The evaluation covers such areas as hazardous noise, radiation, chemicals and its usage, personal protective equipment, hazardous waste, and ventilation. Performs evaluation of Industrial Hygiene tasks by using various monitoring equipment. Performs personal breathing zone air sampling to quantify potential exposure to airborne concentration of constituents in chemical products used by shop personnel. Interprets laboratory analytical results in accordance with appropriate regulations and recommends control measures to prevent potential chemical exposure. Researches various chemical information such as exposure standards in US Occupational Safety and Health Administration (OSHA) regulations and chemical safety data sheets (SDS) to ensure appropriate recommendation(s) are provided. Draft a consolidated occupational health risk assessment report based on the site evaluation.</p>			
<p>See next page for qualification requirements.</p>			

Qualifications:

1. BWT-1-5: In order to qualify for the BWT-1-5 level, your application must reflect demonstrated specialized knowledge and experience to perform the duties of the position OR 4-year college/university education in related fields.

BWT-1-6: In order to qualify for the BWT-1-6 level, applicants must have at least one (1) year of specialized experience engaging with bioenvironmental analysis and/or assessment or in related field OR 2-year graduate education in related fields.

Specialized experience is that experience researching, reviewing, analyzing and interpreting policy, regulations, statutory guidance, case law, and other source reference material related to occupational health and environmental assessment and monitoring programs.

AND

2. Ability to speak, read and write English at fluent proficiency level: LPL-3 is required.

3. Must have educational background in medical or environmental discipline such as medical technologies, biology, chemistry, and so forth.

4. Must have a valid GoJ driver's license.

Knowledge, Skills and Abilities:

1. Knowledge of the Standards in US Occupational Safety and Health Administration regulations and chemical safety as well as knowledge in Japanese Environmental Health Laws is desirable.

2. Skills to apply analytical and qualitative techniques sufficient to identify, evaluate and recommend appropriate interventions to resolve a variety of problems, issues, and conflicts.

3. Skill in office automations; Microsoft office automation software e.g. Outlook, Excel, Word, Power Point and Access.

4. Ability to communicate both orally and in writing during discussions, consultations and briefing with management and employees.

5. Must be fluent in Japanese and English for interpreting and translating when dealing with GoJ officials.

Job Related Requirements:

1. Requires to be certified in asbestos identification and fiber counting.

2. Requires to be certified as a workplace monitor.

3. May occasionally require travel away from the normal duty station.

4. May work outside of normal duty hours if requested.

5. Must complete and receive documented verification of required immunizations: Measles, Mumps, Rubella, Varicella, and Influenza. Chest X-Ray is required.

Work Schedule: Mon-Fri (40 hours per week), 0700-1600 (Recess: 1100-1200).

Required document 必要書類:

KADENA AB Form 1EJ, 20090413

Copies of English Proficiency Test for LPL requirement, see page 2 語学能力を証明する書類のコピー (2ページ参照)

Copies of license(s) 免許証等のコピー: As underlined above. 上記下線部参照