



Kadena FSS Civilian Personnel

KADENA CIVILIAN PERSONNEL FLIGHT

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

Vacancy Announcement No. (求人広告番号): **OC-24-273**

Opening Date:
発行日:

01 August 2024
令和 6 年 8 月 1 日

Closing Date:
締切日

Open until filled
採用が決まるまで
Cut-Off Date: Every Wednesday
カットオフ日: 毎水曜日

Who May Apply (募集対象従業員):

- MLC/IHA employees within the organization.
募集組織内に所属する MLC/IHA 従業員
- MLC/IHA employees of **Air Force/DHA/DeCA/DoDEA/DLA-Disp/GSA/DMA** in Okinawa.
空軍/DHA/DeCA/DoDEA/DLA-Disp/GSA/DMA に所属する MLC/IHA 従業員
- MLC/IHA/MC employees of **Army / Marine Corps / Navy / AAFES** in Okinawa.
陸軍 / 海兵隊 / 海軍 / AAFES に所属する 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 Section. 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 <https://www.kadenafss.com/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. Only selectee will be notified by email or telephone from the Staffing section, Kadena Personnel Office. Please note that we will not notify those who did not pass the interview. Please visit our website to see pending selection.

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: 応募書類は、嘉手納人事課雇用係宛、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 <https://www.kadenafss.com/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。合格者のみ空軍人事課雇用担当から電子メールまたはお電話にて通知します。不合格の方への通知はいたしませんので、ご了承下さい。選考状況に関しましてはホームページをご確認ください。

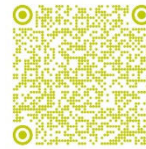
Contact information (問い合わせ先):

Phone (電話番号): 632-7369

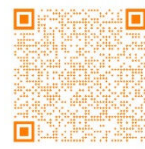
Email (メールアドレス): kadena.jnstaffing@us.af.mil



Application (KADENAAB1E.J)



Application Continuation Form



Applicant's Guide

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
------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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
--------------------------------------	-------------------------------------------------------	---------------

対象者: 沖縄県内すべての MLC/IHA/MC 従業員

Position Title/Series Grade/LPL	Refrigeration and Air-Conditioning Mechanic Foreman B, MLC-2240, BWT 2-9, LPL: 2		
Work Place	18 MSG/DET1, OKU, Okuma Recreation Facility	Number of position(s)	1
Summary of duties:			
<p>Primary purpose of the position is to exercise technical and administrative supervision over subordinate workers in accomplishing trades and labor work of Okuma's Civil Engineer Operation. This includes to control and maintain all facilities, real property equipment, roads, grounds, utilities and provide other civil engineer in support of the organizational mission. Plans use of workers, equipment, facilities, and materials on a daily, a weekly, monthly or by project basis. Reviews work orders, schedules recurring and preventive maintenance requirements, orders materials, and directs staff to meet regular and emergency maintenance requirements. Adheres to work priorities, project schedules, resources, and detailed work plans established by higher level supervisors. Tracks and reports progress on work assignments and requests authority to adjust worker assignments and to use overtime, equipment, and materials to meet schedules. Recommends changes to schedules, priorities, and work sequences as necessary and makes minor deviations in procedures or redirects resources under their control to overcome problems such as equipment failure, material delays, or unplanned absences. Coordinates with Kadena CE to efficiently and effectively manage Okuma's program. Ensures all work is completed in accordance with applicable codes, regulations, and directives. Informs higher level supervisors of the need to revise work schedules and re-estimate labor and other resources. Participates in meetings and discussions regarding initial planning of current and future work schedules, budget requests, staffing needs, estimates, and recommendations as to scheduling projected work. Advises employees of performance expectations and explains new work techniques as required. Provides proper guidance and direction, continuous feedback on strengths and weaknesses. Recommends the most suitable applicants for vacant positions. Recommends restructuring positions when necessary to achieve the most effective and economical utilization of personnel. Explains classification determinations to subordinate employees. Investigates grievances and complaints, resolving them informally where possible, and notifies supervisors of those of sufficient importance or seriousness. Recommends training based on needs assessment and mission requirements. Maintains work reports and records relating to section, e.g., progress, production, cost, personnel, equipment, materials, and time and attendance. Supervises 15 MLC employees assigned under CE operation. Plans and establishes overall leave schedule. Develops standards, maintains time cards, conducts and documents training, and evaluates performance. Responsible for CE safety, vehicles, bioenvironmental and OSHA programs and the CE Hazardous Material Program. Enforces fire and housekeeping rules. Installs, maintains, and repairs refrigerating and air-conditioning equipment, water cooling machines and components installed living quarters and offices, etc. Overhauls and repairs equipment, machines, plumbing, etc., disassembles, inspects and replaces worn or defective parts. Installs refrigeration and air-conditioning system by positioning compressors motors, condensers, humidifiers, a evaporators, heaters and other components in accordance with design specifications. Installs and connects auxiliary and control mechanisms and piping or tubing. Performs regular preventive maintenance inspection and repair of buildings and structures. Uses GPC to purchase a variety of tools, equipment, materials, and service contract. Ensures accurate accounting and prepares annual budgets for CE. Balances accounts monthly via CARE system. QAE for all construction and maintenance contracts. Ensures contractors meet performance requirements or takes appropriate action. Drives a government owned vehicle less than 2-ton capacity as required basis. Performs other related or incidental duties as assigned.</p>			
Basic Qualifications:			
<p>Qualification requirements emphasis is on the quality of experience, not necessarily the length of time. Although a specific length of time and experience is not required, you must show through experience and training that you possess the quality level of knowledge and skill necessary to perform the duties of the position at the level for which you are applying. Although a specific length of training and/or experience is not required, applicants must have sufficient training and experience, paid or unpaid, of sufficient scope and quality that fully provides the ability to perform the full range of duties of the position.</p>			
KNOWLEDGE, SKILLS AND ABILITIES: Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:			
<ol style="list-style-type: none"> 1. Quality of experience in the same line of work (experience in the related field). 2. Five years of experience in civil engineering field is highly desired. 3. Must possess a valid GOJ vehicle driver's license (普通自動車運転免許) and be able to drive a government owned vehicle. 4. Must possess a GOJ issued Second Class Electrician license (第二種電気工事士). 5. Must possess a GOJ certification of Freon Refrigerant Recovery (冷媒回収技術者) or equivalent. 6. Ability to speak, read and write English at average proficiency level; LPL-2 is required. 7. Knowledge of building maintenance, plumbing, carpentry, painting and electrical and HVAC trades, is highly desirable. 8. Ability to supervise subordinate workers and provide guidance and instructions. 9. Knowledge of computer programs and applications for receiving/disseminating information to workforce and preparing required documentation. 			
Job Related Requirements:			
<ol style="list-style-type: none"> 1. Must be in good physical condition. 2. Must be able to lift and carry items weighting up to 50 pounds (approx. 23 kg). 3. Must be able to work on weekends and holidays when necessary. 4. May work outside of normal duty hours if requested/directed. 			
Special Factor: This position is designated as Mission Essential which requires incumbent to report to duty or continue performing duties during emergencies or exigent situations such as but not limited to natural disasters, adverse weather, terrorist activity, radioactive/poisonous gas release, outbreak of pandemic disease or other events that may present a danger to any USFJ facility, personnel or LN employees, or which require extraordinary USFJ assistance for relief measures.			
Work Schedule: Mon-Fri, 40 hours per week, 0800-1700 (Recess: 1200-1300)			
Required document 必要書類:			
<input checked="" type="checkbox"/> KADENA AB Form 1EJ, 20090413 <input checked="" type="checkbox"/> 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) <input checked="" type="checkbox"/> Copies of license(s)/certificate(s) 免許証・証明書等のコピー: As underlined above 上記下線部参照			