



Kadena FSS Civilian Personnel

KADENA CIVILIAN PERSONNEL FLIGHT

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

Vacancy Announcement No. (求人広告番号): **P-26-215-16**

Opening Date:

発行日:

23 April 2026

令和 8 年 4 月 23 日

Closing

Date/Time:

締切日・時間:

29 April 2026 / 16:30

令和 8 年 4 月 29 日

午後 4 時 30 分

Who May Apply (募集対象従業員):



MLC employees within 718 CES/CELN2.
718 CES/CELN2 に所属する MLC 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 the instructions below carefully.

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

- Box 1: Building 721-A (2nd floor), **Front Area**, Kadena Air Base
- Box 2: Kadena Gate 1 Visitor Control Center, Building 31, Kadena Air Base

Required documents: **USFJ Form196aEJ, 20260415 (EF), Personal History Statement** 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 select "Download Original" for Form Field pdf.)

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、**上記締切日・時間まで**に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。

- 投函箱 1: 嘉手納飛行場、建物番号 721-A (2 階)、**フロントデスク前**
- 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: **USFJ Form196aEJ, 20260415 (EF), Personal History Statement 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可能 (PDF フォーム形式, "Original" を選択していただくと、タイプ入力可能な Form がダウンロードできます)。 <https://www.kadenafss.com/civilian-personnel-section>

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。応募の際は下線部の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や差し替えはいたしません。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。選考状況に關しましてはホームページをご確認ください。

Contact information (問合わせ先):

Please visit "Applicant's Guide" from

<https://kadenafss.com/wp-content/uploads/2024/04/Applicants-Guide-202207.pdf>

Phone (電話番号): 632-7897

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



お問い合わせ前に QR Code から Applicant's Guide をご確認ください。

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

Attention Please! ご注意ください!

Application form has been updated.

Application form is available on 18th Force Support Squadron Home Page at below link or QR code. (Please select “Download Original” for Form Field pdf.)

履歴書(応募用紙)が新しくなりました。

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可能です。
(PDF フォーム形式 Original を選択していただくと、入力可能な Form がダウンロードできます)

18th Force Support Squadron Home Page ホームページ
<https://www.kadenafss.com/civilian-personnel-section>.

QR Code QR コード



対象者: 718 CES/CELN2 に所属する MLC 従業員

Position Title/Series Grade/LPL	Refrigeration and Air-Conditioning Mechanic, MLC-2240, BWT 2-7, LPL: 0		
Work Place	718 CES/CELN2, Housing Management Flight, Kadena AB	Number of position(s)	1
Summary of duties:			
Repairs and maintains a variety of large commercial and industrial refrigeration and air conditioning systems and supporting equipment with complex problems and extensive repairs requiring judgement to locate malfunctions. Systems include those with a variety of compressors and a variety of refrigerant controls. Systems use a variety of complicated motor controls and other controls to protect against overloads or overheating. Plans, layouts, and installs a variety of large and small complex commercial and industrial systems and supporting equipment used in air conditioning single dwellings, multiplex units, shops, offices, high rise towers, and/or warehouses. Accurately reads and interprets detailed equipment blueprints, electrical schematics, drawing and specification for proper installation. Troubleshoots a variety of large commercial and industrial refrigeration and air conditioning systems and supporting equipment. Checks elements which control low and high side pressure; the temperature of the cooling units, liquid and suction lines, and the running time of various mechanisms. Utilizes established safety practices, rules, regulations, and procedures to maintain a safe and clean work environment. Uses and assures proper fit of required safety equipment and clothing such as safety shoes, glasses, ear protection, face masks, and/or hard hats. May operate a government vehicle. Performs other related or incidental duties as assigned.			
Basic Qualifications:			
Qualification requirements emphasize the quality of experience and training rather than the length of time. Applicants must have the knowledge, skills, and abilities required to successfully perform the full range of duties for this position. Experience should reflect sufficient scope, complexity, and responsibility to indicate the applicant can perform at the level expected.			
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 related fields). 2. 1 year work experience in maintenance of various types of refrigeration and A/C systems is desired. 3. Working knowledge in maintaining/troubleshooting refrigeration and A/C systems such as mini-split, air-handler, heat pump and supporting equipment. 4. 2 years of experience in boiler/heat and/or refrigeration operations is desired. 5. Must have a <u>valid GOJ semi-mid-sized driver's license (準中型運転免許)</u> and be able to drive a government-owned vehicle. 6. Must possess or be able to obtain an EPA Universal certification in accordance with EPA requirements or GOJ license for Refrigerant Freon Handling Technician (冷媒回収技術者) within 180 days after employment. 7. Knowledge in reading wiring/piping diagrams and blue prints. 8. Skills in use of various hand tools and power tools. 9. No English Proficiency Requirement - LPL-0. However, Basic English proficiency for comprehending and speaking is desired. 			
Job Related Requirements:			
<ol style="list-style-type: none"> 1. Must be able to lift and carry up to 50 pounds (23kg). 2. Must be able to work shift work schedule to include night, weekends and holidays. 3. May work outside of normal duty hours when 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-Sun (40 hours per week, schedule changes weekly with alternate days off). 1st shift: 0730-1630 (Recess: 1130-1230); 2nd shift: 1500-2400 (Recess: 1800-1900); 3rd shift: 2300-0800 (Recess: 0300-0400).			
Required document 必要書類:			
<input checked="" type="checkbox"/> USFJ Form196aEJ, 20260415 (EF), Personal History Statement <input 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) 免許証等のコピー: As underlined above. 上記下線部参照			
** 下線の必要書類のみ提出してください			