

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **26-14**

Date: 1 Apr 14

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email (chro_jn_empl@usmc.mil). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）に提出して下さい。**不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。**提出された応募書類の返却はいたしません。応募はFAX (DSN: 645-7115// 098-970-7115) 又はメール (chro_jn_empl@usmc.mil) でも受け付けます。(10枚以内に限りです)。お問い合わせは日本人雇用係(645-3370)までご連絡下さい。

PWO #: 035	Position title: Engineer (Architectural), #541, BWT-1, Grade-8		
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: FE Division, Public Works Branch			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 9 Apr 14	
<p>Summary of duties: This position works under the general supervision of the Supervisory Architect, Architectural Design Unit, Engineering Section, Public Works Branch. The primary purpose of this position is to serve as a lead design architect and project design engineer for highly complex and diverse projects that are predominantly architectural in nature. This position also acts as a technical authority in providing professional expertise on complicated architectural matters to Marine Corps Base, Camp S. D. Butler organization in Okinawa and Camp Fuji, Japan. The primary function of the Public Works Branch is to support Marine Corps Bases, Japan in programming, design and execution of facilities projects as well as provide technical advice and support for facilities issues.</p> <p>Design Architect: Designs architectural systems for administrative, industrial, barracks, recreational, community, and various other type facilities including structures unique to military use that are typically conventional but of considerable complexity, size, and extent. The work requires comprehensive knowledge, initiative, ingenuity and exceptional technical judgment to deal with the latest design, engineering and scientific concepts and modern technologies. Assignments may include new construction or major renovation of existing structures and systems.</p> <p>Project Design Engineer: Performs project scope development, design reviews and coordinates activity and customer requirements, organizes and establishes design standards, and conducts on site investigations. Conducts meetings with customers and various agencies involves in the review of design, drawings, specifications, cost estimates, and special requirements. Responsibly for coordination user involvement in the design process through personal meetings and participation in design review conferences. Prepares Architect-Engineer statements of work, fee proposals, and design/submittal schedules.</p> <p>Technical Consult: Performs duties providing advice and problem solving-expertise on architectural systems and methods and incorporates skills in designs and specifications accomplished by either in house or A-E staff. Serves as the technical expert for CG Camp Butler in resolving architectural and engineering issues of critical and/or controversial cases and problems such as different interpretations of contract drawings and specifications, fair and reasonable compensations, among contracting staff, construction contractors, and A-E designers. Performs site investigations, evaluates conditions of existing systems, provides solutions to others such as engineering personnel maintenance and operations staff, contractors, and other reviewing agencies.</p> <p>Guidelines: Uses guidelines such as Unified Facilities criteria (UFC), NAVFAC Design Manuals and Military Handbooks, ANSI/NFPA 101 Life Safety Code, NFPA 80 standards for Fire Doors and Windows, EPA and OSHA standards, NAVFAC Guide Specifications, Uniform Federal Accessibility Standards, Builders Hardware Manufacturers Standards, Uniform Building Code, PACNAVFACCENCOM P-74 A-E Guide, Architectural Graphic Standards, Japan Industry Standards, Japan Architectural Standard Specifications. Coordinates with higher headquarters technical experts to resolve non-standard and irregular guidelines. Advises customers on how and what will be the effects of the standards and guidelines on their project needs and mission requiring.</p> <p>Commitment Authority: Makes commitments on technical decisions for assigned projects. Incumbent has authority to release as-built drawings, cost estimates, contract drawings and specifications.</p>			
Qualification Requirements 資格条件			
<ol style="list-style-type: none"> 1. Must have professional experience of no less than 1 year in the architectural or other related engineering field. 2. Must be a college or university graduate with specialized education in Architecture or equivalent field or possess an official architecture license, e.g., First or Second Class "Kenchikushi" or registered as a "Registered Architect "(RA). 3. Must be proficient in both English and Japanese communication skills such as speaking, reading and writing. 4. Must be knowledge of computers and skilled in operating various computer software, including Spreadsheets, database, AutoCAD etc. 			
Required documents		必要書類:	
<ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2 2. Questionnaire 3. Copies of certificates/licenses 		<ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2 2. 質問表 3. 免許証・終了証のコピー 	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。