

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

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

Announcement No. **74-14**

Date: 6 Oct 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（キャンブ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 #: 107	Position title: Work Order Clerk, #344, BWT-1, Grade-4	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCB Camp S. D. Butler, G-F Div, Facility Maintenance Br, Operations		
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) 14 Oct 14
Summary of duties: With minimal supervision uses knowledge of facilities maintenance procedures to determine the priority, type of work and sequence of assignment for Emergency/Service calls. Coordinate with both daytime and after hours work crews, via both US and Japanese managers and supervisors. Generates service tickets either manually or by computer in the Enterprise Database System and records in English all service calls and the action taken. Screens, reviews, processes, forwards and files work requests in history files for specific facilities and managers as required. Responsible for assisting personnel within the Operations Section to meet mission essential work load requirements as required. Assist detachments in opening, modifying and closing of service tickets and work requests with appropriate documentation of man hour and material expenditures. Dispatches vehicles using the Fleet Anywhere System during periods in which the regular dispatcher is no on duty. Maintains radio contact with all maintenance personnel at camps and detachments and provides information, assistance, and direction as required. Answers the telephone with tact, politeness and communicates clearly and effectively with customers and Facility Maintenance Personnel to ensure customer needs are met. In situations not covered by prior guidance uses knowledge of facilities maintenance procedures to determine required trades and occupations required to perform maintenance and repairs. In case of an emergency, makes on the spot decisions on calling additional personnel with the approval of the Facility Maintenance Officer, when problems can't be corrected by available personnel. Maintains duty position typhoon log and tracks typhoon conditions until relieved of such duties.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Basic knowledge of facilities maintenance techniques and procedures are required.2. Basic computer skills are required.3. Must be able to speak, read and write in English and Japanese. (LAD-2 or above)4. Must be able to work on shift schedule (0700-1600/1500-2400/2300-0800) and may work during typhoon.		
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses	必要書類: <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表2. 免許証・終了証などのコピー	

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。