

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

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

Announcement No. 87-14

Date: 12 Nov 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, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

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毎切日の16:30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。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

メール/FAXでの応募は受け付けておりません。Fosterのパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 119		Position title: Administrative Specialist, #10, BWT-1, Grade-5	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: MCB Camp S. D. Butler, H & S Bn, Camp Services			
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) 21 Nov 14	
Summary of duties: Responds to tenant commands request pertaining to maintenance to, and construction of camp facilities. Recommends most practical means to support the request. Reviews work request from tenant commands for completeness, accuracy, feasibility, and justification. Determines most effective method to resolve. Monitors all work requests submitted by tenant commands by assigning work request numbers, maintaining a file of work requests submitted and uses a computer data base and MAXIMO to follow the status of the work request. Coordinates bi-weekly meetings with tenant commands to inform them of the status of pending work requests. Initiate work requests for maintenance, construction, and repair of camp infrastructure. Coordinate action between Facility Maintenance and tenant commands for the recurring maintenance schedules. Monitors maintenance contracts and ensures the elements of the contract are accurately executed. Maintains facility records and updates any changes in facility assignment, utilization, modernization, demolition, or new construction. Monitors the health and safety inspection and notifies tenants of discrepancies noted. Assists in the coordination, the timing, and phasing of construction contracts between the OICC, Facility Engineers, Public Works, and tenant commands. Reviews plans and specifications for all JFIP and other construction/repair projects with the Deputy Camp Commander and the tenant command involved. Forwards recommendations, comments, or modifications back to Public Works etc.			
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have comprehensive knowledge of facilities and construction management.2. Must have the ability to verbally communicate in both English and Japanese.3. Must have the ability to perform written translation between English and Japanese.4. Must possess a valid driver's license (manual or automatic).5. Must have a working knowledge of Microsoft Word and Outlook.			
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。