

# 横田基地職員求人案内 2024年4月4日

Yokota Vacancy Announcement for Local National Positions 4 April 2024

**締切日 Closing Date:** 労務管理機構横田支部(エルモ) 4月12日(金) 17時 The LMO: 12 Apr 24 (Fri) at 17:00  
 民間人人事部雇用課 4月15日(月) 15時 The CPS: 15 Apr 24 (Mon) at 15:00

\* 職種名をクリックすると、求人内容のページが表示されます。Click on the position title to view the description of the vacancy announcement.

## • 常用雇用従業員募集 Permanent Position

職種 Job Title	部隊 Organization	等級 Grade	語学 LPL/ LD	契約 Contract	募集範囲 Area of consideration	揭示日 Open Day
技師職 / エンジニアリング専門職 (環境) * Engineer / Engineering Technician (Environmental)	施設中隊 374 Civil Engineer Squadron	1-7(6)	4(3)	MLC	内部・外部 INT/EXT	2/8
エンジニアリング専門職 (電子) 空席数: 2 Engineering Technician (Electronics) Vacancies: 2	国防総省 日本代表 DoD Special Representative Japan	1-5	2	MLC	内部・外部 INT/EXT	新規 New
サービス契約検査主任職 Service Contract Representative	施設中隊 374 Civil Engineer Squadron	1-5	3	MLC	内部・外部 INT/EXT	新規 New
児童成育プログラム補助職 空席数: 4 Child Development Program Assistant Vacancies: 4	軍支援中隊 チャイルドケアセンター 374 FSS/FSYC	1-3	2	MLC	内部・外部 INT/EXT	3/7
救命職 ** 空席数: 6 Lifeguard Vacancies: 6	軍支援中隊 ナタトリウム 374 FSS/FSWO-P	1-3	1	MLC	内部・外部 INT/EXT	1/11
倉庫事務職 Storekeeping Clerk	軍支援中隊 将校クラブ 374 FSS/FSBD-W1	1-3	2	IHA	内部・外部 INT/EXT	再揭示 Re-ad
救命職 ** Lifeguard	軍支援中隊 ナタトリウム 374 FSS/FSWO-P	1-3	1	IHA	内部・外部 INT/EXT	1/25
ラジオ、テレビ維持修理工 Radio and Television Maintenance Man	空軍放送局 American Forces Network	2-8	2	MLC	内部・外部 INT/EXT	11/16
メス・スチュワード Mess Steward	軍支援中隊 下士官クラブ 374 FSS/FSBE	2-8	1	IHA	内部・外部 INT/EXT	7/7
メス・スチュワード Mess Steward	軍支援中隊 将校クラブ 374 FSS/FSBD-W2	2-7	1	IHA	内部・外部 INT/EXT	3/7
自動車機械工 Automotive Mechanic	軍支援中隊 オートホビーショップ 374 FSS/FSWT-A	2-7	0	IHA	内部・外部 INT/EXT	再揭示 Re-ad

冷蔵及び空気調節機械工 * Refrigeration and Air-Conditioning Mechanic ----- アドバンス訓練生冷蔵及び空気調節機械工 Advanced Trainee Refrigeration and Air-Conditioning Mechanic	空席数 : 2, Vacancies : 2	施設中隊 ハウジングメンテナンス 374 Civil Engineer Squadron CELN1	2-7(6)	0	MLC	内部・外部 INT/EXT	1/11
重車両運転手 Heavy Vehicle Driver		装備即応中隊 374 Logistics Readiness Squadron	2-6	1	MLC	内部・外部 INT/EXT	7/7
塗装工 Painter		施設中隊 374 Civil Engineer Squadron	2-6	0	MLC	内部・外部 INT/EXT	3/21
ボイラー装置操作工 Boiler Plant Operator	空席数 : 2 Vacancies : 2	施設中隊 374 Civil Engineer Squadron	2-6	0	MLC	内部・外部 INT/EXT	1/11
倉庫係 Warehouseman		装備即応中隊 374 Logistics Readiness Squadron	2-4	0	MLC	内部・外部 INT/EXT	<b>新規 New</b>
コック Cook		軍支援中隊 ルート 16 374 FSS/FSBD-W4	2-4	1	IHA	内部・外部 INT/EXT	3/7
ウェイター/ウェイトレス フォーマン A Waiter/Waitress Foreman A		軍支援中隊 将校クラブ 374 FSS/FSBD-W2	2-3	1	IHA	内部・外部 INT/EXT	<b>新規 New</b>
ハウスキーパー (多摩) Housekeeper (Tama)		軍支援中隊 多摩ロッジ 374 FSS/FSWL	2-3	1	IHA	内部・外部 INT/EXT	3/21
警備員 Guard	空席数 : 5 Vacancies : 5	憲兵中隊 374 Security Forces Squadron	3-1	1	MLC	内部・外部 INT/EXT	1/11

\* 目標レベル/訓練生の職種です。応募者の知識、職務経験等によって等級が決定され見習いのレベルから採用される場合があります

This is a target grade/trainee position. Selection may be made from intern level and hiring grade will be determined by qualification.

\*\* 同一の職種名および等級ですが、職務内容の一部が異なります。These are the same job title and grade, however, some of the duty is differ.

### ● 限定期間雇用従業員募集 Limited Term Position

職種 Job Title	部隊 Organization	等級 Grade	語学 LPL/ LD	契約 Contract	募集範囲 Area	掲示日 Open Day
航空機燃料補給車運転手 Aircraft Refueling Vehicle Operator	装備即応中隊 374 Logistics Readiness Squadron	2-7	0	MLC	内部・外部 INT/EXT	2/22
歯科衛生職 Dental Hygienist	国防保健局 Defense Health Agency	5-3	2	MLC	内部・外部 INT/EXT	2/8

● **時給制臨時雇用従業員募集 Hourly Pay Temporary Position**

職種 Job Title	部隊 Organization	等級 Grade	語学 LPL/ LD	契約 Contract	募集範囲 Area	揭示日 Open Day
自動車部品事務職 Auto Parts Clerk	軍支援中隊 オートホビーショップ 374 FSS/FSWT-A	1-4	2	IHA	内部・外部 INT/EXT	2/22
福利厚生プログラム補助職 MWR Program Aid	軍支援中隊 太陽コミュニティセンター 374 FSS/FSWP	1-3	2	IHA	内部・外部 INT/EXT	新規 New
動物世話係 Animal Caretaker	軍支援中隊 ペットケアセンター 374 FSS/FSWPB	2-3	0	IHA	内部・外部 INT/EXT	1/11

- 監督者の要望で職種によっては締切日が変更になる場合があります。  
Closing date will be changed at management request for some vacancies.
- 同職種名で雇用形態や募集範囲が異なる求人が複数ある場合は、必ず希望職種の部隊名、雇用形態(常用/ 期間限定 / 時給制 等)を明記のうえ提出してください。不明の場合は受理されない場合があります。
- 面接に関する詳細は応募された職種の部隊からご本人に直接連絡されます。職場や仕事内容に関するご質問は各職場の監督者や面接官に確認していただく事ができます。
- 日本国籍以外の方は就労資格の証明を必ず添付してください。  
People who are not Japanese nationals need to attach the work permission in Japan.
- 雇用の制限に関して Limitation of Employment
  - ❖ 基本労務契約 (MLC) - アメリカ合衆国軍隊構成員, 軍属又はそれらの家族(SOFA)は雇用不可  
Master Labor Contract –Member of the United States Armed Force Japan (USFJ) cannot be hired.
  - ❖ 諸機関労務契約 (IHA) - アメリカ合衆国の国籍保有者は雇用不可  
Indirect Hire Agreement –United States Civilian Personnel cannot be hired.

**応募方法、採用基準に関しては別紙または人事部求人サイトをご覧ください**

Please see attached documents or visit the LN vacancy site for how to apply and minimum qualifications.  
 Website: [Share Point Site](#) or [AF PORTAL SITE](#) \*Current employees who have “mil” or “gov” e-mail address.  
 駐留軍等労働者労務管理機構(エルモ) LMO vacancy announcement website: Web Site: <http://www.lmo.go.jp>  
 下記のQRコード(FSS Web Site)からもご覧いただけます。Please check the [FSS Web Site](#) via QR code



不明な点がございましたら横田基地人事部雇用課までお問い合わせ下さい。

For any questions, please contact the Local National Staffing, the Civilian Personnel Office at Yokota AB.  
 空軍横田基地人事部雇用課 LN Staffing Civilian Personnel Section Yokota AB, DSN: 225-3923  
 電話 Phone : 042-552-2511 (内線 ex. 53923), email : [Yokota.JNStaffing@us.af.mil](mailto:Yokota.JNStaffing@us.af.mil)

### Minimum Qualification

1. Position Title:  
**Engineer (Environmental) #0525**  
**374 CES/CEIEC**

2. Basic Wage Table, Grade, and LPL:  
**BWT 1-07, LPL-4**

3. Language Proficiency Level (LPL): 4

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
4	860-990	86-100	N/A	600~	250~	100~	N/A	1st

5. Knowledge, Skills, and Experience:

- Work experience in engineering for environmental project.
- Knowledge of programs such as hazardous material/waste management, disposal management, recycling, natural/cultural resources, environmental protection, etc.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.
- Ability to provide training on assigned programs to Unit Environmental Coordinators.

6. Education Requirement:

- A bachelor's degree in a Chemical Engineering, Physical Science, Natural Science, Environmental Engineering/Management or any other related Engineering field.

7. License Requirement:

- Ordinary Vehicle Driver's License restricted to Automatic Vehicle License

8. Other:

- Working at height, exposed to loud noise, dust, heat, sparks from high-temperature welding, fumes, etc., extreme weather (hot/cold/snow/rain/strong wind), and morning/late night work schedule during no-fly hours.

**Work Schedule:**

- Work Hours: 40 hours/ week
- Workdays: Mon-Fri
- Work Schedule: 0730-1615

**Remarks:**

- Selection will be made at Engineering Technician (Environmental), BWT 1-6, LPL-3 depending on experience of selectee.  
 \*At least one year training will be conducted for the trainee level.
- The duty location / section / work schedule/ employment period may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

**Main Duties**

Serves as an Environmental Engineer responsible for planning, developing installation environmental procedures/programs and implementing environmental engineering policy directives and that embrace a range of subjects directly or indirectly concerned with public safety and welfare and protecting the quality of resources and the environment.

Verifies existing inventory of waste generation sources and develops base-wide hazardous waste stream inventory procedures.

Provides extensive environmental expertise to support assigned environmental projects through application of senior-level professional knowledge and skill in environmental engineering practices.

Provides professional environmental engineering expertise to develop and update environmental management plans as required by higher headquarters, international agreements, host nation regulations, and the Status of Forces Agreement (SOFA).

Prepares briefing slides and minutes as well as provides training on assigned programs to Unit Environmental Coordinators; prepares and delivers quarterly briefing slides for various meetings related to environmental issues.

Coordinates directly with Headquarters Pacific Air Forces (HQ PACAF) and Headquarters Air Force Civil Engineer Center (HQ AFCEC) program managers for projects and issues related to the assigned environmental programs.

1. Position Title:  
**Engineering Technician (Environmental), #384**

2. Basic Wage Table, Grade, and LPL  
**BWT 1-06, LPL-3**

Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre 1st

**Main Duties**

This position is a developmental position. The incumbent performs developmental duties which are designed to orient the employee in the application of academic theories and basic principles of engineering assignments. Works under the close general supervision of the Team Supervisor while performing the duties of the targeted position and gains familiarity and experience with the position's requirements, and appropriate application of established principles, guides, and standards.

## Minimum Qualification

1. Position Title, Number, and Organization  
**Engineering Technician (Electronics), #0310**  
**DOD SPEC Representative Japan**

2. Basic Wage Table, Grade, and LPL:  
**BWT 1-05, LPL: 2**

3. Language Proficiency Level (LPL):2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Ability:

- Work experience in the field of electrical or electronics engineering.
- Knowledge to utilize Computer Aided Engineering (CAE) software package.
- Skills in basic clerical work to maintain test data records.
- Ability to create and repair equipment.
- Ability to research for estimation of project cost.
- Knowledge and skills in basic metal machining and welding.

5. Physical Requirement:

- Requires heavy lifting (20 kg) and long period of standing.

6. Others:

- Wearing personnel protective equipment and following safety program is required.

**Work Schedule:**

- Work Hours: 40 hours/ week
- Work Days: Monday - Friday
- Work Schedule: 700-1545

**Remarks:**

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

Performs work involved in design, fabrication, manufacturing and repairing of variety of component parts and tools for the fabrication or repair of HF, VHF and UHF antennas and Radio Frequency Communication equipment, which is of specific, one of a kind nature and not available through the procurement/supply channels.

Assembles antennas components and parts to a level consistent with customer needs and shipping constraints.

Uses Solid Works CAD programming to create 3D models and shop drawing to be used within ESF.

Performs general administrative work such as writing purchase orders and tracking inventory.

Operates manual and computer-controlled machines.

### Minimum Qualification

1. Position Title, Number:  
**Service Contract Representative #0049**  
**374CES/CEOES**

2. Basic Wage Table, Grade, and LPL:  
**BWT 1-05, LPL-3**

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre 1st

4. Knowledge, Skills, and Experience:

- Experience in administrative duties related to service contracts.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc. to prepare documents and maintain records.
- Skills in interpreting and translating oral or written statements/documents in English to Japanese and vice versa.

5. License Requirement

- Current possession of a valid ordinary driver's license.

**Work Schedule:**

- Work Hours: 40 hours / week
- Workdays: Monday - Friday
- Work Schedule: 0730 – 1615

**Remarks:**

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

Independently reviews, oversees, and administer specifications relating to service contracts. Conducts site visits and confers with contractor representatives on matters such as scheduling, work plans and phasing, quality of workmanship and service, work methods, safety, and materials or chemical used in conjunction of service contract work.

Prepares letters, memorandums, documents, computer databases or reports that support contract financial actions.

Compiles various data, maintains daily logs and reports regarding service contract work to record facts concerning work activity, work force, equipment, inspection activities, accidents, visitors, weather conditions, and unusual occurrences.

Accomplishes required job training such as Contracting Officer Representative (COR) Training, COR Refresher Training, Ethics Training, and others.

Coordinates work with appropriate personnel in charge of respective programs such as building security, Security Forces, Environmental, Facility Managers, Asbestos Program Managers, and others

## Minimum Qualification

1. Position Title, Job Number:  
**Child Development Program Assistant #0052  
 374 FSS/FSYC**

2. Pay Plan, Series, Grade, and LPL:  
**BWT 1-03, LPL:2**

4. Language Proficiency Level (LPL):2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

5. Knowledge, Skills, and Abilities:

- Work experience in childcare duties and/or child developmental program.
- Ability to coordinate by age, the appropriate play and learning activities to foster individual and group activity development.
- Able to lift 40 pounds from one location to another.

6. License and Certification Requirement:

- Must have/obtain Food Handler's Certification.  
 (based on U.S. Food and Drug Administration)
- Able to take and complete Air Force 15 Module Caregiver Training Program within 18 months from the date of hire.

7. Others:

- Must complete immunization shots of following vaccinations; TB Test, Tetanus, Diphtheria, Measles, Mumps, Rubella, Polio, Hepatitis B, and Flu vaccination.

### Work Schedule:

- Work Hours: 40 hours/week
- Workdays: Mon - Fri
- Work Schedule: 8 hours per day between 6:00 to 20:00

### Remarks:

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

## Main Duties

Provides care in compliance with Child Development standards as applicable regulations. Reviews plans periodically to update and adjust to changes. Maintains an accurate count of the children. Maintains an accurate count of the children. Conducts daily health and notifies the supervisor.

Creates a pleasant, inviting atmosphere for children. Ensures the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment.

Assists in planning and conducting an effective child development program.



**Minimum Qualification**

1. Position Title, Number:  
**Lifeguard #0406**  
**374FSS/FSWO-P**

2. Basic Wage Table, Grade, LPL:  
**BWT 1-3, LPL-1**

3. Language Proficiency Level Requirement: **LPL-1**

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- Swim 300 yards continuously
  - Tread water for 2 minutes using only the legs
  - Complete a timed event within 1 minute 40 seconds
    - Starting in the water swim 20 yards
    - Surface dive to depth of 7-10 feet to retrieve a 10 pound object
    - Return to the surface and swim 20 yards on the back to return to the starting point
    - Exit the water without using a ladder or steps
- ※A test will be conducted at the time of the job interview

5. Licenses/Certificates Requirements:

- Attendance and obtainment of the Lifeguard certificate, Cardio Pulmonary Resuscitation Professional Rescue certificate and a First Aid certificate from the American Red Cross or American Heart Association. Obtainment of Japanese equivalent certificate will also suffice.

**Work Schedule:**

- Work Hours: 40 hours / week
- Work Schedule: 0430-1315/ 0930–1815 / 1130-2015 (Include Sat & Sun)

**Remarks:**

- The duty location/ section / work schedule may be changed at management’s request. For any questions or concerns, please contact the LN Staffing Section.

**Main Duties**

Applies up-to-date lifesaving techniques; rescue swimmers and administer first aid/CPR as required, calls for medical assistance if/when needed.

Monitor pool patrons to ensure compliance with pool rules; provides information to swimmers regarding safety rules and procedures

Provides support to individual and group swimming lessons and instructions to children and adults led by NAF employees.

Conducts inspection of equipment used inside and outside of the facility to ensure safe conditions and cleanliness are maintained.

Works at the front desk and answer phone calls; assist in conducting inventories and helps maintains records; accepts and resolves patron complaints in a satisfactory fashion on occasion.

Performs other duties as assigned.

### Minimum Qualification

1. Position Title, Number:  
**Storekeeping Clerk #0255**  
**374FSS/FSBD**

2. Basic Wage Table, Grade and LD:  
**BWT 1-03, LD: 2 (IHA)**

3. Language Proficiency Level (LD): 2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills and Ability:

- Knowledge in clerical and administrative work.
- Skills in computer operations.
- Work experience related to warehouse duties.

5. License and Certification Requirements:

- Current possession of a valid ordinary driver's license for vehicle with automatic and manual transmission.
- Current possession of medium sized driver's license.

6. Physical Qualification:

- Ability to frequently lifting and carrying objects up to 60 pounds (27kg).

**Work Schedule:**

- Work Hours: 40 hours/ week
- Work Schedule: Tue-Thu 0900-1800, Fri-Sat 1000-1900
- Day Off: Sun, Mon

\*\*Work Schedule is subject to change\*\*

**Remarks:**

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.

### Main Duties

Receives and examines items for accuracy at the Officers' Club; reports any shortages, damage, expiration dates or other variances to the supervisor.

Conducts periodical inventories to prevent shortage and to keep track of product expiration dates, and inspection to determine any damage to stored products.

Operates a variety of club vehicles to deliver products/supplies to designated activities.

### Minimum Qualification

1. Position Title, Number:

**Lifeguard #0178  
374FSS/FSWO-P**

2. Basic Wage Table, Grade, LD:

**BWT 1-3, LD-1 (IHA)**

3. Language Degree(LD) Requirement:1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- Swim 300 yards continuously
- Tread water for 2 minutes using only the legs
- Complete a timed event within 1 minute 40 seconds
  - Starting in the water swim 20 yards
  - Surface dive to depth of 7-10 feet to retrieve a 10 pound object
  - Return to the surface and swim 20 yards on the back to return to the starting point
  - Exit the water without using a ladder or steps

※A test will be conducted at the time of the job interview

5. Licenses/Certificates Requirements:

- Attendance and obtainment of the Lifeguard certificate, Cardio Pulmonary Resuscitation Professional Rescue certificate and a First Aid certificate from the American Red Cross or American Heart Association. Obtainment of Japanese equivalent certificate will also suffice.

#### Work Schedule:

- Work Hours: 40 hours / week
- Work Schedule: 0430-1315/ 0930-1815 / 1130-2015 (Include Sat & Sun)

#### Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the LN Staffing Section.

### Main Duties

Safeguards the lives of pool patrons.

Provides individual and group swimming lessons and instructions to children and adults.

Conducts inspection of equipment used inside and outside of the facility to ensure safe conditions and cleanliness are maintained.

On occasion, may be required to work the front desk and answer phone calls; assist in conducting inventories and helps maintains records; accepts and resolves patron complaints in a satisfactory fashion on occasion. Performs other duties as assigned.

Performs other duties as assigned.

## Minimum Qualification

1. Position Title and Number:  
**Radio and Television Maintenance Man # 2353**  
**DMA/SCOI AFN Pacific**

2. Basic Wage Table, Grade, and LPL:  
**BWT 2-8, LPL-2**

3. Language Proficiency Level Requirement: **LPL-2**

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Experience:

- Work experience in computer-based broadcasting equipment maintenance and repair.
- Skills in conducting computer repair, upgrade, and trouble shooting.
- Skill to perform clerical duties.

5. License Requirement:

- Current possession of Ordinary Vehicle Driver's License. (Not automatic transmission limited)

7. Other:

- Graduation from a department such as Information, Electronic or Communication Technology is desirable.

### Remarks:

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon-Fri
- Work Schedule: 0730-1630

### Main Duties

Serves as a Broadcast and Telecommunications Specialist for American Forces Network, Pacific (AFNP). Understands AM/FM frequencies, transmitter communications, studio to link (STL), network streaming, knowledge of analog and digital circuits and understanding of drawings, and electronic principles to ensure the integrity and continuity of broadcasting capabilities in accordance with AFNP, Defense Media Activity (DMA), and Japan's technical performance standards.

Possess a basic understanding of Information Technology to perform computer-based broadcast equipment installation, maintenance/testing, and documentation.

Confirm the configurations of audio and video media management software utilized to disseminate community command and control and entertainment throughout the region.

### Minimum Qualification

- |  |   |
|--|---|
| 1. Position Title, Number:<br><b>Mess Steward, #2087 374FSS/FSBE</b> | 2. Basic Wage Table, Grade, and LD:<br><b>BWT 2-08, LD: 1 (IHA)</b> |
|--|---|

3. Language Proficiency Level (LD): 1

LD	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- More than ten years professional cooking experience in a variety of menu items using standard recipes and cooking techniques.
- Experience of overall responsibility for directing food preparation in the kitchen.
- Ability to oversee approximately 30 kitchen personnel such as cooks, bakers, service workers, and so on.

5. Others:

- Requires obtaining Food Handler's Certificate and/or taking food handler's training.

**Work Schedule:**

- Work Hours: 40 hours / week
  - Work Days: 5 Days/week (Shift rotation)
  - Work Schedule: 0530-1430, 0600-1500, 1130-2030, 1230-2130, 1730-0230
- \*Work schedule is subject to change

**Remarks:**

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

At the Enlisted Club, serves as mess steward with overall responsibility for directing food preparation activities in a situation where workload requires approximately 30 kitchen personnel as cooks, bakers, service workers, and other food service personnel in an operation that generates sales of \$1.2 million annually.

Maintains library reference file for recipes, cook books and periodicals to insure ability to meet customer demands for popular dishes such or unusual foreign food.

Prepares or supervises preparation for Ice Carving and Sculpture for special functions and ceremonies.

## Minimum Qualification

1. Position Title, Number:  
**Mess Steward, #2086**  
**374FSS/FSBD-W2**

2. Basic Wage Table, Grade, and LD:  
**BWT 2-07 (IHA), LD: 1**

3. Language Proficiency Level (LD): 1

LD	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- Knowledge of foodservice operations including maintaining menu plans for the customer needs.
- Work experience as a supervisor of food preparation activities.
- Skills to estimate of the amount of food for lunch/dining/banquet functions and coordinate with warehouse section for the requisition of proper food materials.
- Skills in administrative duties to maintain electronic files for recipe and make reports.
- Ability to provide on-the-job training to subordinates.
- Ability to maintain food safety programs.

5. License and Certification Requirement:

- Current possession of a valid Government Certification for a Cook.

6. Physical Qualification:

- Ability to frequently lifting objects up to 11 kg.

7. Others:

- Requires obtaining Food Handler's Certificate and/or taking food handler's training.

**Work Schedule:**

- Work Hours: 40 hours / week
- Work Schedule: Shift rotation and off: 2 days/week
- Day Shift: 0800-1700 / 1000-1900
- Night Shift: 1200-2100 / 1330-2230

**Remarks:**

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

Coordinates the activities of kitchen personnel to insure the economical, timely and palatable preparing of foods.

Estimates quantities of food by anticipating patronage, studying menu mix statistics, banquet order request and reservations.

Promotes and maintains a high level of food safety with routine instruction of kitchen personnel in accordance of Air Force Sanitation standards and club standards.

Performs other related or incidental duties as assigned.

Condition of Employment:

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.



<b>Minimum Qualification</b> 採用基準									
1. Position Title、Number／職種名、職番： <b>Automotive Mechanic #2007</b> <b>自動車機械工 374FSS/FSWT-A</b>	2. Basic Wage Table／ 基本給表、等級： <b>BWT 2-7 2表7等級 (IHA)</b>								
3. Knowledge, Skills, and Abilities／知識、技能、能力： <ul style="list-style-type: none"> <li>• Work experience of maintaining, repairing, troubleshooting and overhauling vehicles. 車両の整備、修理、問題個所の分析や分解チェックの職務経験があること。</li> <li>• Knowledge of examination of variety of vehicles by visual and auditory methods, operational test and/or diagnostic test equipment. 試験運転や試験運転装置などによる目視や音から様々な車両の不具合を診断分析する知識があること。</li> </ul>									
4. License Requirement／必要資格等： <ul style="list-style-type: none"> <li>• Current possession of a valid Ordinary Vehicle Driver's License. (Not automatic transmission vehicle limited). 現在有効な普通自動車運転免許を所持していること。(オートマ限定は不可)</li> <li>• Current possession of a valid 2<sup>nd</sup> Class Vehicle Mechanics License. 現在有効な2級自動車整備士免許を所持していること。</li> </ul>									
5. Physical Qualification／身体的要件： <ul style="list-style-type: none"> <li>• Ability to of lifting 50 pounds (22 kilograms). 約22キロ程度の物を持ち上げられること。</li> </ul>									
<b>Work Schedule:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">• Work Hours: 40 hours/ week</td> <td style="width: 50%;">勤務時間: 週40時間</td> </tr> <tr> <td>• Work Days: Sun-Thu</td> <td>勤務日: 日曜日～木曜日</td> </tr> <tr> <td>• Day Off: Fri, Sat</td> <td>休日: 金曜日、土曜日</td> </tr> <tr> <td>• Work Schedule: 09:30– 18:30</td> <td>勤務時間: 9時30分 – 18時30分</td> </tr> </table>		• Work Hours: 40 hours/ week	勤務時間: 週40時間	• Work Days: Sun-Thu	勤務日: 日曜日～木曜日	• Day Off: Fri, Sat	休日: 金曜日、土曜日	• Work Schedule: 09:30– 18:30	勤務時間: 9時30分 – 18時30分
• Work Hours: 40 hours/ week	勤務時間: 週40時間								
• Work Days: Sun-Thu	勤務日: 日曜日～木曜日								
• Day Off: Fri, Sat	休日: 金曜日、土曜日								
• Work Schedule: 09:30– 18:30	勤務時間: 9時30分 – 18時30分								
<b>Remarks:</b> <ul style="list-style-type: none"> <li>• The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section. 監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。 ご質問や不明な点がございましたら人事部雇用課までお問い合わせください。</li> </ul>									
<b>Main Duties 主な仕事</b>									
Troubleshoots defects and diagnoses malfunctions using visual inspection, auditory tests and/or by operational tests accordingly to determine the kind and extent of maintenance and/or repair necessary.									
目視検査、聴力検査、および/または操作テストを用いて不具合のトラブルシューティングと故障診断を行う。									
Dismantle automobiles, diesel engines, equipment, etc., and inspect and repair necessary parts.									
自動車やディーゼルエンジン, 装置などを分解し、必要な部品の検査や修理を行う。									

Upon completion of reparation and maintenance work conducts final operational checks of assigned vehicles to ensure that all work was completed appropriately.
修理・整備作業の完了後、担当車両の最終動作チェックを行い、すべての作業が適切に完了したことを確認する。
Maintains equipment and tools to ensure that they are in working condition at all times.
設備や道具が常に使用可能な状態にあるための維持と管理を行う。
Determines required vehicle parts that need to be purchased; places orders according to established guidelines and picks up parts from commercial suppliers.
購入が必要な車両部品を決定し、定められたガイドラインに従って発注し、業者から部品を引き取る。
Performs other related or incidental duties as assigned.
その他、指示された関連業務を行う。

<b>Minimum Qualification 採用基準</b>	
<p>1. Position Title, Number / 職種名、職番:  <b>Refrigeration and Air-Conditioning  Mechanic, #2240</b>  <b>冷蔵及び空気調節機械工、2240 番</b>  <b>374CES/CELN1 施設中隊</b></p>	<p>2. Basic Wage Table, Grade /  基本給表、等級  <b>BWT 2-07 2表7等級</b></p>
<p>3. Knowledge, Skills and Experience / 知識、技能と職務経験:</p> <ul style="list-style-type: none"> <li>• Work experience of facility equipment repair and maintenance such as air conditioning system and boiler system.  空気調節システムやボイラー装置等の施設の設備機器の修理や保全を行う職務経験。</li> </ul>	
<p>4. Required License and Certification / 必要免許及び修了証:</p> <ul style="list-style-type: none"> <li>• Gas Welding Certificate.  ガス溶接技能講習修了証。</li> <li>• High Pressure Gas Class 3 Refrigeration Certificate.  第三種冷凍機器責任者免状（高圧ガス製造保安責任者）</li> </ul>	
<p><b>Work schedule :</b></p> <ul style="list-style-type: none"> <li>• Work Hours: 40 hours / week      週40時間</li> <li>• Work Days: Mon - Fri              月～金曜日</li> <li>• Work Schedule: 730-1615          7:30－16:15</li> </ul>	
<p><b>Remarks:</b></p> <ul style="list-style-type: none"> <li>• This is a target grade. Selection maybe at BWT 2-6 level as a Refrigeration and A/C Mechanic Advanced Trainee depending on qualification of applicant.  こちらは目標レベルの職種です。応募者の経験と資格によって見習いレベル2表6等級冷蔵及び空く調節機械工アドバンスド訓練生として採用されます。</li> <li>• The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.  監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。</li> </ul>	
<b>Main Duties 主な仕事</b>	
Installs and maintains residential refrigeration and air conditioning systems and refrigerated water cooling units by conducting periodical inspections of equipment to ascertain proper cooling operations.	

**Main Duties 主な仕事**

Maintains refrigeration and air conditioning systems and refrigerated water-cooling units by conducting periodical inspections of equipment to ascertain proper cooling operations. Conducts repair work based on the work order requests received.

各種冷蔵及び空気調節システムの装置や水冷装置の定期点検・メンテナンス作業を行い、各装置並びにシステムを正常な状態に保つ。

1. Position Title, Number/職種名、職番:

**Refrigeration and Air-Conditioning Mechanic -  
Advanced Trainee, BWT 2-6 #2223**

**冷蔵及び空気調節機械工 アドバンス訓練生、2223 番**

2. Basic Wage Table, Grade

/基本給表、職番、等級:  
**BWT 2-06, 2 表 6 等級**

This is developmental position. The duties performed are identical to the Refrigeration and Air-Conditioning Mechanic, BWT 2-7 level expect that the employee receives more supervision and adequate training. The incumbent works closely with the supervisor in performing the duties of the full performance.

こちらは研修生としての職種です。職務内容は冷蔵及び空気調節機械工、BWT2-7 と変わりませんが、従業員は適切な監督の下で目標レベルの訓練を受けながら職務を行う事が求められます。

**Minimum Qualification**

1. Position Title, Number, Organization:  
**Heavy Vehicle Driver #2136**  
**374LRS/LGRDDO**

2. Basic Wage Table, Grade, and LPL:  
**BWT 2-6, LPL-1**

3. Language Proficiency Level (LPL): 1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- Experience in operating heavy automotive vehicles and/or buses to transport passengers and cargo over public roads and highways.

5. License Requirement:

- Current possession of a valid Large Sized Vehicle Driver's License (Class I)
- Current possession of a valid Large Sized Special Vehicle Driver's License (Class I)
- Current possession of a valid Forklift Operator's Certificate (1 ton and over)

6. Physical Qualification:

- Requires manual lifting up to 40 pounds (18 kilograms).

7. Other requirements:

- Submission of the past five yera's Driving Record Certification (Unten Kiroku Syoumeisyo) is required.

**Work Schedule:**

- Work Hours: 40 hours / week
- Work Days: Shift Rotation (2 days off / per week)
- Work Schedule: 14:00 – 23:00      \*Work schedule is subject to change

**REMARKS:**

- Number of Vacancy : Two
- The duty location/section/work schedule may be changed at management's request. For any question or concern, please contact the JN Staffing Section.

**Main Duties**

Operates heavy automotive vehicles, including buses, with 4-ton and more but less than 10-ton capacity to transport passengers and cargo between installation facilities or over public roads and highways. Operates forklift trucks to move, load or un-load, transfer, transport, and stack or un-stack heavy supplies.

Operates any US Government-owned, -rented, and -leased vehicles for which he or she is qualified on the required GOJ-issued vehicle driver's license (specified below) to transport passengers and cargo on and off base for official purposes.

**Minimum Qualification**  
**採用基準**

1. Position Title, Number/職種名、職番:

**Painter, #2206**

**塗装工**

**374 CES/CEOHS 施設中隊**

2. Basic Wage Table, Grade /

基本給表、等級:

**BWT 2-06, 2 表 6 等級**

3. Knowledge and Experience / 知識と職務経験:

- Work experience of painting various object and interior/exterior of structures.  
各対象物や構造物の内部・外部の塗装作業の経験。
- Knowledge of preparing surfaces of prior to paint.  
塗装前の表面処理に関する知識。

4. License Requirement / 必要免許:

- Current possession of a valid Ordinary Vehicle Driver's License. (Not Automatic Transmission Limited)  
普通自動車運転免許 (オートマ限定不可)

4. Others / 必要資格:

- Working at heights, exposed to loud noise, dust, heat, sparks form high-temperature welding, fumes, extreme weather (hot/cold/snow/rain/strong wind), and early morning work schedule.  
高所、大きな騒音、粉塵、熱、高温溶接の火花、煙や蒸気にさらされたり、厳しい天候(暑さ/寒さ/雪/雨/強風)での作業や早朝勤務がある。

**Work schedule :**

- Work Hours: 40 hours / week      週 4 0 時間
- Workdays: Mon - Fri              月～金曜日
- Work Schedule: 730-1615        7 : 3 0 - 1 6 : 1 5

**Remarks:**

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the LN Staffing Section.  
監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。

**Main Duties / 主な仕事**

Performs major painting duties and responsibilities to include prepares surfaces prior to painting interior and exterior structures, road markings and airfield/runway markings.  
内外の構造物、道路標示、飛行場、滑走路表示の塗装前の下地処理など、主要な塗装業務と責任を負う。

**Performs minor carpentry assistance to include erects new structures and modifies existing facilities as required.**

新しい構造物を立てたり、既存の設備を変更したりすることを含む、軽微な大工の補助を行う。

**Performs minor locksmith assistance to include installs lock systems in and on metal and wood door systems.**

金属製および木製のドアシステムにロックシステムを取り付けるなど、ちょっとした鍵屋の補助を行う。

**Performs minor welding assistance to include lays out work plans using blueprints, sketches and/or other written/verbal instructions.**

設計図、スケッチ、その他の文書/口頭による指示を使用して作業計画を立てるなど、軽微な溶接の補助を行う。

**Responsible for conducting safe work operations for self, coworkers, customers, and pedestrians.**

自分自身、同僚、顧客、歩行者のために安全な作業を行う責任がある。



**Minimum Qualification**  
**採用基準**

1. Position Title, Number／職種名、職番：  
**Boiler Plant Operator, #2049**  
**ボイラー装置操作工**  
**374 CES/CEOIH 施設中隊**

2. Basic Wage Table, Grade  
基本給表、等級：  
**BWT 2-06 2表6等級**

3. Knowledge, Skills, and Abilities／知識、技術、能力：

- Work experience in operating boiler plant or related system is desirable.  
ボイラー装置及び関連システムを操作する職務経験があれば望ましい。

4. License and Certification Requirement／必要資格等：

- Current possession of a Second Class Boiler License or passes of examination of Second Class Boiler Operator (Requires the license before employment date).  
2級ボイラー技士免許または2級ボイラー技士免許試験合格（採用日までに要免許取得）
- Current possession of Ordinary Vehicle Driver's License (not automatic transmission limited) is desirable.  
普通自動車運転免許（オートマ限定不可）があれば望ましい。

**Work schedule：**

- Work Hours: 160 hours/month (average 40 hours/week) 勤務時間：月160時間(平均週40時間)
- Workdays: Rotating shift 勤務日：交代勤務制
- Work Schedule: Rotation of 3 days of 1800-700, 2 days off, 2 days of 630-1830, 1 day off  
(10 hours workday twice a month for adjustment)  
勤務時間：3日間の1800-0700勤務、2日間休み、2日間の0630-1830勤務、1日休みを繰り返す  
(ただし月2回10時間勤務により時間調整をする)

**Remarks:**

- The duty location/section/work schedule may be changed at management's request.  
For any questions or concerns, please contact the JN Staffing Section.  
監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。ご質問や不明な点がございましたら人事部雇用課までお問い合わせください。

**Main Duties 主な仕事**

Prepares and maintains various types of oil fired boilers and auxiliary equipment to generate steam; monitors safety controls, regulators, and automatic equipment; makes manual adjustments to correct steam pressure, fuel-air ratio and other operating factors; performs preventive maintenance on tools and equipment; accurately reads gauges and meters and records boiler operating data on operating logs as required; provides status of ongoing operations to Foreman; coordinates with Foreman to accommodate unforeseen emergencies such as boiler failure and emergency repairs.

Exercises safe operation; ensures tools, equipment, parts and supplies are in good working conditions and used properly; reports all unsafe conditions, mishaps to Foreman. Maintains a clean job environment. Complies with all hazardous waste accumulation and disposal procedures, annual maintenance and inspection, and Lock-Out/Tag-Out programs.

Assists the Heating Distribution shop performing maintenance on heating and hot water systems.

各種灯油式ボイラー及び補助装置の準備及びメンテナンスを行う;安全制御装置、レギュレーター、自動装置を監視し;蒸気圧、燃料空気混合比、その他を修正するために、手動調整を行い;工具、機器の予防整備をし;ゲージ、メーターを正確に読み取り、必要に応じてボイラー稼動記録をつけ;班長に稼動状況を報告し、ボイラーの故障及び緊急修理等の不測の事態に対応すべく班長と調整をとる。

安全に作業する;工具、機器、部品、補給品が、良好な状態にあり適切に使用されていることを確認し;危険な状況、事故は、すべて班長に報告する。

暖房、給湯システムのメンテナンスを行い、ヒーティングディストリビューション部の手助けをする。  
(意識)

**Condition of Employment:**

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

この職種はミッションエッセンシャルに指定されております。緊急時または急迫した状況時に、在日米軍の任務を遂行するために出勤したり職場に留まることが要請されます。ただし戦闘活動または動員には適用されません。

**Minimum Qualification**  
**採用基準**

1. Position Title, Number / 職種名 職番 :

**Warehouseman #2299**

**倉庫係 装備即応中隊**

**374LRS/LGRMSP**

2. Basic Wage Table

基本給表、等級

**BWT 2-04 2表4等級**

4. Knowledge, Skills, and Abilities / 知識、技能、能力 :

- Work experience to receive, unpack and verify items against accompanying documents to ensure the items received matches the documents.  
添付書類と品目が一致しているかを確認しながらの荷物の受取りや梱包物の開封作業の職務経験がある
- Experience and skills in operating material handling equipment and other vehicles in the performance of duties.  
資材運搬機器やその他車両を操作して作業を行う経験と技能がある

5. License Requirements / 必要資格等 :

- Possession of an Ordinary Vehicle Driver's License with automatic and manual transmission. (No automatic transmission limited)  
普通自動車運転免許証 (オートマ限定不可)
- Forklift Operator's Certificate (Must have before the effective date)  
フォークリフト技能講習終了証 (発効日までの取得が必要)

6. Physical Qualification / 身体的要件 :

- Requires lifting objects up to approximately 50 pounds (23 kg).  
23kg程度の物品を持ち上げることが要求される

**Work Schedule : 勤務時間 :**

- Work Hours: 40 hours/week      勤務時間: 週40時間
- Work Days: Mon - Fri              勤務日: 月～金曜日
- Work Schedule: 7:00 -16:00      勤務時間帯: 7時00分～16時00分

**Remarks:**

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.

監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。  
ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください

## Main Duties

### 主な職務内容

Individual Protective Equipment (IPE) operations for Chemical Warfare Defense Equipment (CWDE)- Receives and stores incoming equipment in designated shelf space in warehouse, utilizing materiel handling equipment and diesel/electric forklifts with a lifting capacity or up to 6K pounds when loads are heavy or to access to high storage areas.

Enter into Integrated Logistics System-Supply(ILS-S) Mobility all inventory changes, such as receipt for new equipment, issues, returns and disposals.

CWDE(化学兵器防衛機器)ための個人用の保護装備(IPE)作業 -入荷した装備品や機器を倉庫の指定された棚スペースに受入れ、保管する。荷物が重い場合や高い保管場所にアクセスする場合は、資材運搬装置やディーゼル/電気フォークリフト（吊り上げ能力 6K ポンドまで）を使用する。

新しい機器の受領、発行、返品、廃棄といった全ての在庫品の変更を統合ロジスティクスシステム (ILS-S) に入力する。

## Minimum Qualification

- |   |  |
|---|--|
| 1. Position Title, Number:<br><b>Cook #2037</b><br><b>374FSS/FSBD-W4 (Route 16)</b> | 2. Basic Wage Table, Grade, and LD:<br><b>BWT 2-04 (IHA) LD: 1</b> |
|---|--|

3. Language Proficiency Level (LD): 1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- Work experience in food preparation and cooking for customers.

5. Physical Qualification:

- Ability to frequently lifting objects up to 40 pounds (18 kg).

6. Others:

- Requires obtaining Food Handler's Certificate and/or taking food handler's training.

### Work Schedule:

- Work Hours: 40 hours / week
- Work Schedule: Shift rotation and off: 2 days/week
- Day Shift: 0600-1500 / 1000-1900
- Night Shift: 1200-2100

### Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section

## Main Duties

Assist in the preparing and cooking a variety of menu items including regular and special food and dessert items using standard recipes and cooking techniques.

Utilizes health, safety, and sanitation practices, procedures, rules, and regulations to maintain a safe and clean work environment.

Performs other related or incidental duties as assigned.

### Condition of Employment:

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

### Minimum Qualification

- |  |  |
|--|--|
| <b>1. Position Title:</b><br><b>Waiter/Waitress Foreman A #2143</b><br><b>374FSS/FSBS-W2</b> | <b>2. Pay Plan, Series, Grade, and LD:</b><br><b>BWT 2-03 (IHA), LD: 1</b> |
|--|--|

**3. Language Proficiency Level (LD): 1**

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

**4. Knowledge, Skills and Ability:**

- Work experience of waiter/waitress duties.
- Skills to collect payments by accepting cash, commercial charges, coupons, and make change as appropriate for each customer transaction.
- Ability to plan and assign work to be accomplished for dining functions.
- Ability to exercise supervisory personnel management responsibilities.

**5. Physical Qualification:**

- Ability to frequently lifting and carrying objects up to 10 Kilograms.

**6. Others:**

- Ability to receive and resolve customer's complains and refers to higher level supervisors as needed.
- Require obtaining Food Handler's Certificate or taking Food Handler's Training. (based on U.S. Food and Drug Administration).

**Remarks:**

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

**Work Schedule:**

- Work Hours: 40 hours/ week
- Work Days: 5 days/week
- Work Schedule: Day Shift: 700-1600, 1000-1900, Night Shift: 1100-2000, 1400-2300

### Main Duties

Works under the supervision of the Dining Room Supervisor who provides overall direction and coordination of the work assigned.

Plans, organized, and oversees the waiter/waitress functions to ensure that high quality service is maintained, and that customer needs are met.

Exercises supervisory personnel management responsibilities. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses.

Serves as a waiter/waitress at the dining area, providing service requiring rigid standards of efficiency.

Assist the supervisor in serving DV (Distinguished visitors).

Performs other duties as assigned.

## Minimum Qualification

- |   |  |
|---|--|
| 1. Position Title, Number:<br><b>Housekeeper #2172 (Tama Hills)</b><br><b>374FSS/FSWL</b> | 2. Basic Wage Table, Grade, and LD:<br><b>BWT 2-03 (IHA) LD: 1</b> |
|---|--|

3. Language Proficiency Level (LD): 1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Skills and Abilities;

- Skills to clean rooms; vacuum carpet; sweeps/mops floors; cleans bathroom, and others.
- Ability to lift supplies/materials up to 55lbs (approximately 25 kilograms).

5. License Requirement:

- Current possession of a valid Ordinary Vehicle Driver's License.

**Work Schedule:**

- Work Hours: 40 hours/ week
- Work Schedule: 0800-1700
- Off Days: Mon and Tue or Tue and Wed

**Remarks:**

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.

### Main Duties

Conducts housekeeping duties, and replenishes supplies in assigned rooms. Cleans assigned rooms; vacuum carpets; sweeps/mops floors; cleans walk-off mats, bathrooms, ashtrays, drinking fountains, fire places, refrigerators, microwaves, stoves, coffee makers; washes dishes and glasses; dusts furniture, window sills, doors, and TVs, regularly prior to and after room usage to ensure that it is ready for guests at all times.

Prepares the bed; exchanges bed/bath linens as required upon departure of occupants and prior to welcoming guests. Replenishes expendable service items, amenities, sundry items such as soft drinks/beverages, and snacks.

Moves furniture and supplies to properly clean areas as necessary.

Performs physical inventory, and orders supply items including linens, coffees, teas, and cleaning equipment. Maintains related documents and records.

Performs other related or incidental duties as assigned.

### Minimum Qualification

1. Position Title, Job Number, Organization:  
**Guard #3001 374SFS/S30**

2. Basic Wage Table, Grade, and LPL:  
**BWT 3-1, LPL:1**

3. Language Proficiency Level (LPL):1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Education level:

- High School Graduate or local equivalent.

5. License Requirement:

- Current possession of a valid Ordinary Vehicle Driver's License for vehicle with automatic and manual transmission. (Not automatic transmission limited).

6. Physical Qualification:

- Physical health and stamina to accomplish job requirements.

7. Other:

- About six weeks of initial training will be given.

#### Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Rotate five on, two off x 4Day shift and five on, two off x 4Swing shift  
 \*One cycle is 16 weeks
- Work Schedule: Day: 0500-1400 / Swing:1300-2200 (Subject to change)  
 \*Rotating schedule will be set after completion of an initial six-months training.

#### Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

Stands guard at assigned gates with equipment such as pistols, shotguns, nightsticks, "Capstun", etc.; controls traffic of military and civilian personnel entering and leaving Yokota Air Base to ensure safety is maintained for USFJ personnel and facilities. Checks gate passes, vehicles passes, ID cards and other authorizations as required to permit entry into the facility.

Issues visitors' permits after obtaining necessary clearance from individual or organization involved and ascertaining appropriate documents such as driver's license, passport, or vehicle insurance policy from visitors.



Condition of Employment:

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

**Minimum Qualification**  
**採用基準**

1. Position Title、Number／職種名、職番:  
**Aircraft Refueling Vehicle Operator**  
**航空機燃料補給車運転手**  
**374LRS/LGRFOD**

2. Basic Wage Table:  
基本給表、等級：  
**BWT 2-7, 2 表 7 等級**

4. Knowledge, Skills, and Abilities／知識、技能、能力:

- Work experience in operating any mobile refueling equipment.  
燃料補給車両の運転経験
- Basic knowledge of refuel and defuel.  
燃料の補給や抜き取りに関する基本的な知識
- Experience of basic clerical duties, such as operating data systems.  
データシステムの操作などの簡単な事務作業の経験

5. License and Certificate Requirement／必要資格等:

- Current possession of a valid Large Sized Vehicle Driver's License.  
大型自動車運転免許証の所持
- Valid Hazardous Materials Officers License.  
危険物取扱者免状の所持

6. Physical Qualification／身体的要件:

- Ability to lift and pull refueling hoses up to approximately 75lbs (35kg) across a distance of 60 feet (18m).  
約35キロの給油用ホースを18メートル程度移動させることができる

**Work Schedule:**

- Work Hours: 40 hours/ week  
勤務時間: 週40時間
- Work Days: Mon – Fri  
勤務日: 月曜日～金曜日
- Work Schedule: 0645 – 1530  
勤務時間: 6時45分～15時30分

**Remarks:**

- Period of LTE employment : 19 Mar 2025 (subject to change)  
雇用期間 : 2025年3月19日迄 (期間は変更になることがあります)
- The duty location / section / work schedule may be changed at management's request.  
For any questions or concerns, please contact the JN Staffing Section.  
監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。ご質問や不明な点がございましたら人事部雇用課までお問い合わせください。

## Main Duties

### 主な職務内容

Operates a variety of mobile refueling equipment such as the R-11A/B (6,000 gallon tank truck), R-12A/B/C (Hydrant Servicing Vehicle) and C-300 (Ground Fuel Servicing Vehicle) to service (refuel/defuel) aircraft, vehicles, generators, support tanks and other equipment necessary to support base operations. Documents inspections and discrepancies on AF Form 1800/4427. Documents aircraft and ground servicing operations on the appropriate forms. Performs daily inspections on the utilized vehicles using appropriate checklists. Attends daily Distribution safety briefings. Cleans and maintains up-keep of general purpose and special purpose vehicles as needed and those indicated by vehicle maintenance program.

R-11A/B, (タンクローリー)、R-12A/B/C(ハイドラントサービス車両) 及びC-300(地上燃料供給装置)などの様々な燃料補給車両を運転し、航空機、車両、ジェネレーター、サポートタンク、その他の基地運営に必要とされる設備に対し、燃料を補給したり、抜き取ったりする作業を行う。検査及び問題等を空軍書式 1800/4427 に記録する。航空機及び地上燃料に関わる作業を適切な書式に記録する。適切なチェックリストを用いて、使用車両の毎日の点検を行う。毎日のディストリビューション安全ブリーフィングに参加する。必要時及び車両メンテナンスプログラムの指示に従い、一般車両、特殊車両の清掃及び維持作業を行う。

## Minimum Qualification

1. Position Title, Number:  
**Dental Hygienist, #5016**  
**DHA/JLKB000**

2. Basic Wage Table, Grade, and LPL:  
**BWT 5-03, LPL:2**

3. Language Proficiency Level (LPL): 2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Abilities:

- Knowledge to examine patient's oral condition and provide dental hygiene treatment.
- Skills to maintain and sterilize dental instruments.
- Skills in operating computer with office automation software, such as Microsoft Word, Excel, Outlook, etc. to maintain patient records and confirmation of appointment.
- Ability to conduct a class of training for oral hygiene care.

5. License and Certification Requirement:

- Current possession of a Dental Hygienist License.

6. Others:

- Must receive vaccination against Measles, Mumps, Rubella, Varicella, Hepatitis B and Tetanus after the employment date.

### Work Schedule:

- Work Hours: 40hours/ week
- Work Days: Monday - Friday
- Work Schedule: 0700-1600

### Remarks:

- Period of Limited Term: Not to exceed 2 Feb 2025
- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

## Main Duties

Clean teeth and mouth of patients after examination by dental officer.

Makes appropriate entries on dental records and assist in planning appointment.

Instruct on proper dental health care.

Assist the dentist during treatment of patients and aiding other areas of the clinic.

Maintain equipment and room in clean condition.

Performs other related or incidental duties as assigned.

### Minimum Qualification

- |  |   |
|--|---|
| 1. Position Title:<br><b>Auto Parts Clerk #0019 (HPT)<br/>                 374FSS/FSWT-A</b> | 2. Basic Wage Table, Grade, and LD:<br><b>BWT 1-4, LD-2 (IHA)</b> |
|--|---|

3. Language Degree (LD) Requirement: **LD-2**

LPL/LD	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Abilities:

- Experience in operating cash register.
- Experience in customer service such as assisting customers and answering telephone calls.
- Experience in performing clerical duties including using computers.
- Knowledge of auto parts is desirable.

5. Others:

- Current possession of Ordinary Vehicle Driver's License (automatic transmission).

**WORK SCHEDULE:**

- Work Hours: 25 hours / week
- Work Days: Fri-Tue
- Day Off: Wed & Thu
- Work Schedule: 0930 – 1430

**REMARKS:**

- Hourly Pay Temporary: Not to exceed one year.
- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.

### Main Duties

Collects payments and provides customer refunds when applicable system; when variances are found, searches all respective areas, contact respective personnel to make sure that all payments are collected prior to closing out and making daily deposit

Provides quality customer service to participants of the Auto Hobby program. Answers phones and handles shop customers requesting information on offered auto hobby programs and activities, and other FSS operations

Performs as a functional record custodian (RC) to maintain office files.

Performs other related or incidental duties as assigned.

### Minimum Qualification

1. Position Title: <b>MWR Program Aid #0224 (HPT)                  374FSS/FSWP</b>	2. Basic Wage Table, Grade, and LD: <b>BWT 1-03, LD-2 (IHA)</b>
---	--

3. Language Proficiency Level (LD): 2

LD	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Experience:

- Experience in customer service.
- Experience in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.
- Ability to provide English/Japanese translation for customers.

5. License and Certification Requirements:

- Current possession of Valid Ordinary Vehicle Driver's License (for vehicle with automatic transmission)

6. Others:

- Required to work other than normal duty hours, which may include evenings, weekends, and / or holidays.

#### Work Condition and Schedule:

- Work Hours: 32 hours / week
  - Work Days: Shift Schedule, 4-day work / week (from Tues, Wed, Fri and Sat)
  - Day Off: Sunday, Monday and Thursday
  - Work Schedule: 0800-1700, 0900-1800 or 1100-2000  
 Recess: 1200-1300 or 1600-1700
- \* Work schedule (days & hours) may vary based on mission needs

#### Remarks:

- Hourly Pay Temporary: Not to exceed one year.
- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

Provides services at the Community Center's information counter. Assists customers in planning in-country trips by providing information on routes, tickets, transfers, fares, discounts, tolls, and reservations. Provides English /Japanese translation for customers.

Opens and closes facilities following the established procedures and guidelines. Maintains information on monthly schedule of events board kept up to date.

Collects and records fees and charges.

Performs other related or incidental duties as assigned.

## Minimum Qualification

### 採用基準

1. Position Title, Job Number / 職種名、職番:

**Animal Caretaker、#2003 (HPT)**  
**動物世話係、2003 番 374FSS/FSWPB**

2. Basic Wage Table, Grade /

基本給表、等級:  
**BWT 2-03 2表3等級 (IHA)**

3. Knowledge, Skills, and Abilities/知識、技能、能力:

- Experience with grooming dogs.  
犬のトリマーとしての経験。
- Skills to take care of the animals feeding and watering per instructions.  
指示に従って餌、水を与えるなどの動物の世話をする技術。
- Knowledge of basic computer operations.  
基本的なコンピューター操作の知識。

4. Physical Qualification / 身体的要件:

- Must be able to lift and carry items weighing up to 40 pounds (18kg).  
40ポンド(約18キロ)までの物や動物を持ち上げたり、運んだりできること。

5. Others / その他:

- Have experience and/or knowledge of handling animals.  
動物を扱った経験及び、もしくはその知識があること。
- Certified professional groomer is preferred.  
トリマーの資格があることが望ましい。

Work schedule / 勤務時間:

- Work Hours: 32 hours/ 4 days in a week 勤務時間: 週32時間/週4日勤務
  - Days: Sat, Sun and 2 weekdays 勤務日: 土、日および平日の2日間
  - Work Schedule: 0800-1700 勤務時間: 08:00-17:00
- \*Work Schedule be changed スケジュールは変更される場合があります

Remarks / その他:

- Hourly Pay Temporary: Not to exceed one year.  
時給制臨時雇用: 雇用開始日から1年を超えない期間
- The duty location/section/work schedule may be changed at management's request.  
For any questions or concerns, please contact the JN Staffing Section.  
監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。ご質問や不明点がございましたら人事部雇用課までお問い合わせください。

### Main Duties 主な仕事

Provide grooming service – shampoo, hair trimming, nail filling, etc. – to animals as requested by the owner.

Provides care and attention to animals being housed at the Pet Boarding Facility in accordance with established policies, procedures and techniques. Determines the proper amount and type of food to give the respective animals, and ensures to follow established feeding and watering schedules.

Executes various clerical and administrative duties.

飼い主の要望に応じてシャンプー、トリミング、爪切り等のグルーミングサービスを提供する。

ペットケアセンターで預かっている動物たちに、定められた方針や手順、技術に従って注意を払いながら世話をを行う。個別の動物毎に与えるべき餌の適切な量と種類を決定し、決められた餌やり、水やりのスケジュールに従って世話をする。

その他、割り当てられた様々な事務管理作業を行う。