

<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p>Application forms are available on the web site: http://www.cnic.navy.mil/regions/cnrj/om/human_resources.html</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input checked="" type="checkbox"/> 修了証／証明書^{の写し} Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p>	
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問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
<p>担当部署／担当者名 POC POC: N137D DSN: 634-6717</p>	<p>Hard copy submission: 嘉手納基地内 Bldg#3596 海軍人事課、キャンプフォスター内 Bldg#490AAFES 人事課、又はキャンプフォスター内 Bldg#495 海兵隊人事課にて受け付けています。 (Please submit the application to Bldg#3596 Navy SHRO on Kadena AB, Bldg#490 AAFES or Bldg#495 CHRO on Camp Foster.)</p> <p>Submission via E-mail: HROokinawa@fe.navy.mil へ E-mail での提出を受け付けます。E-mail の Subject ラインに「JN Vacancy Announcement、(広報番号)、(職種名)、(応募者の氏名)」を必ず英語でご記入の上、履歴書を添付し、募集締切日までに提出してください。 (Applications will be accepted via E-mail. <u>In English</u>, please type in “JN Vacancy Announcement, (Announcement No.), (Job Title), (Applicant’s Name)” in the Subject line and submit your attached resume to HROokinawa@fe.navy.mil by the closing date.</p>	<p>PD is accurate and current. Certified by Activity</p> <p>HRO</p>

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).
 法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)
 PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.
 主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。
 注記: 記録は電子書式、もしくは書面にて厳重に保管されます。
 ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.
 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。
 DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.
 情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Task List

ARCHITECTURAL ENGINEER

INTRODUCTION: This position works under the general supervision and direction of the Engineering Director. The primary purpose of this position is to serve as the senior professional Architect performing architectural design, project management and Architect-in Charge (AIC) for assigned architectural and multidiscipline projects. This position acts as a technical consultant providing expertise on architectural related system to organizations of Commander, Fleet Activities, Okinawa. The primary functions of the Public Works Department's Engineering Division is to provide public works engineering, architectural and planning services, support and assistance to all CFOA departments and tenant commands.

Geographic areas of responsibility include Class II real property facilities and infrastructure systems for the White Beach Port Facility, Tengan Pier, Awase Naval Radio Transmitter Facility, Camp Shields and the Kin Red Training Area as well as Naval facilities on Kadena AB. This position requires a degree in architecture and either a Second or First Class Architectural License.

MAJOR DUTIES AND RESPONSIBILITIES:

General: The incumbent manages and coordinates the architectural engineering program for the design, construction, alteration, repair and maintenance of buildings, structures and related facilities for six geographic areas of Commander Fleet Activities Okinawa. Assignments require independent judgment, experience, and responsibility for planning and carrying out a complete project involving various scopes of maintenance, repair, alteration and new construction of a variety of buildings, structures and facilities. Typical facility types involved include administrative, community and food service, aircraft and boat maintenance, aircraft and ship operations, medical and dental, personnel support, recreational, and troop housing. Serves as consultant on architectural engineering issues to the Command and tenants. Represents the command as the architectural engineering authority to Officer in Charge of Construction Okinawa_ U.S. Marine Corps_ U.S. Army Corps of Engineers_ and U.S Air Force. The work requires the application of demonstrated ability to interpret, select, adapt, and apply various guidelines, procedures and engineering principles and practices.

Project Manager (AIC): Serves as Project-Manager and Contracting Officer's Technical Representative for projects performed by private Architectural-Engineering (A-E) firms for major construction and renovation projects. Prepares Statements of Work, concepts, and cost and fee estimates. Represents the Command in the negotiation of A-E fees. Serves on A-E selection boards. Manages A-E designs reviewing and coordinating cost, schedule and technical adequacy. Coordinates the review of project submittals with other personnel, divisions, departments and agencies. Validates A-E payment requests. 45%

Design Engineer: Directs the development of both single and multidiscipline in-house design projects. Performs and reviews related calculations including structural load analyses. Directs the preparation of construction drawings, writes or directs the preparation of construction specifications and cost estimates. Prepares drawings and sketches manually and with the use of computer-aides design and drafting (CADD) techniques. Prepares statements of work. Advises the Resident Officer in Charge of Construction and Agents during project construction. Reviews construction submittals providing appropriate recommendations. Represents the Command's interest during construction and negotiations. Visits construction sites to observe construction. Participates in intermediate and final inspections. Provides technical assistance to the Facility Planning Division for Government of Japan Facility Improvement Program (FIP) projects in the preparation of project documentation and the review of submittals. Represents the Command's architectural interests to the Army Corps of Engineers and the Japanese Defense Facilities Administration Bureau. Provides technical consultation and assistance to the Maintenance Control Division and other divisions. 45%

Technical Consultant: Serves as a technical consultant on architectural materials, systems and methods. Provides knowledge and expertise regarding concrete, masonry, structural steel, metals, woods and plastics, moisture protection, insulation, roof systems, doors and windows, plaster and gypsum board, vinyl floors, carpeting, paints, and coatings, architectural specialties and signage, architectural equipment, and special construction such as pre-engineered buildings.

10%

Guidelines: Uses such guidelines as NAVFAC Design Manuals and Military Handbooks, the Uniform Building Code, OSHA and Life Safety Codes, NAVFAC Guide Specifications, DOD criteria, and industry standards.

Commitment Authority: As Project Manager (AIC) the incumbent is authorized validate to the Contracting Officer progress and final payment requests from private A-E firms. Authorized to make technical non-contractual changes to designs.