Eligible employees who are interested in being considered for the following vacant position(s) must read below instructions carefully.

**Opening Date:** 24 January 2019  
**Closing Date:** 30 January 2019

**How to apply:** Please submit your applications to Kadena Civilian Personnel Office (CPO) Japanese Staffing by the closing date. Applications should be submitted via one of below designated drop boxes;

1. **Box 1:** Room B-202, Building 721-A (2nd floor), Kadena Air Base
2. **Box 2:** Kadena Gate 1 Visitor Control Center, Building 31, Kadena Air Base

**Required documents:** KADENA AB Form 1EJ, 20090413 (APPLICATION FOR KADENA V/A) and copies of required licenses/certifications if any. Application form is available on above 18th Force Support Squadron Home Page. Please limit your documents only to application and required documents. Applicants are responsible to ensure your application is completed and to ensure to provide the required documents. Submitted applications will not be returned.

**Contact phone number:** 632-7912

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募集対象: 718 CES/CELに勤務するMLC従業員

本求人広告に記載された職種に応募する従業員は、下記の注意事項をご確認ください。

**発行日:** 平成31年1月24日  
**締切日:** 平成31年1月30日

**応募方法:** 応募書類を、上記締切日までに嘉手納人事課雇用係宛て以下のいずれかの投函箱へ投函してください。

1. **投函箱1:** 嘉手納飛行場、建物番号721-A (2階)、部屋番号B-202
2. **投函箱2:** 嘉手納飛行場、建物番号31、ゲート1ビジターコントロールセンター

**応募書類:** KADENA AB Form 1EJ, 20090413 (嘉手納応募履歴書)と応募に必要な免許証・証明書等の写し。応募履歴書は第18フォースサポート中隊のホームページからダウンロード（PDFフォーム形式）できます。（上記のホームページを参照）応募の際に必要書類のみ提出してください。また、書類不備は選考の対象外となるため、応募者の責任において各自確認を行ってください。提出された応募書類の返却はいたしません。

**問合せ先:** 632-7912
語学能力に関する規定の変更
Language Proficiency Level (LPL) Certificate Requirement Change

語学能力を証明する書類が必要となります。応募する職種のLPLをご確認の上、該当する証明書（コピー）を添付して下さい。ALCPTスコアに一部変更がありますのでご確認下さい。

ENGLISH PROFICIENCY TEST (EPT)

<table>
<thead>
<tr>
<th>LPL</th>
<th>TOEIC</th>
<th>ALCPT Prior to 8 Feb 16</th>
<th>ALCPT After 8 Feb 16</th>
<th>TOEFL (PBT)</th>
<th>TOEFL (CBT)</th>
<th>TOEFL (iBT)</th>
<th>CASEC</th>
<th>EIKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 (Exceptional)</td>
<td>860 – 990</td>
<td>86 – 100</td>
<td>NA</td>
<td>600 –</td>
<td>250 –</td>
<td>100 –</td>
<td>NA</td>
<td>1st</td>
</tr>
<tr>
<td>3 (Fluent)</td>
<td>730 – 859</td>
<td>76 – 85</td>
<td>90 – 100</td>
<td>550 – 599</td>
<td>210 – 249</td>
<td>80 – 99</td>
<td>870 –</td>
<td>Pre-1st</td>
</tr>
<tr>
<td>2 (Average)</td>
<td>550 – 729</td>
<td>66 – 75</td>
<td>75 – 89</td>
<td>460 – 549</td>
<td>140 – 209</td>
<td>50 – 79</td>
<td>560 – 869</td>
<td>2nd</td>
</tr>
<tr>
<td>1 (Elementary)</td>
<td>400 – 549</td>
<td>51 – 65</td>
<td>65 – 74</td>
<td>430 – 459</td>
<td>120 – 139</td>
<td>40 – 49</td>
<td>475 – 559</td>
<td>Pre-2nd</td>
</tr>
<tr>
<td>PRE-1 (Minimal)</td>
<td>350 – 399</td>
<td>NA</td>
<td>40 – 64</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>3rd</td>
</tr>
</tbody>
</table>

注意事項
2006年4月18日付第5空軍の規約覚書により、直属の部下及び指揮系統下の親族雇用、さらに人選権・人事措置・職務評価に影響を及ぼす事が可能な者が親族の選抜を促す行為等が禁止されています。

親族とは、父、母、夫、妻、息子、娘、兄弟、姊妹、叔（伯）父、叔（伯）母、従兄弟（姊妹）、甥、姪、義父、義母、義兄弟、義姊妹、隷父、隷母、隷子、隷兄弟、隷姊妹、異母（父）兄弟、異母（父）姊妹、祖父母、孫等。

また、応募申込書1ページ目下段に記載される項目欄（記入例を参考）が未記入の場合は書類不備とみなされますので御了承下さい。

記入例

アメリカ軍人又は軍属(SOFA)の扶養家族ですか？　Are you a family member of a SOFA status personnel?

□ YES □ NO

応募前の職場に家族・親戚が働いている場合は、その方の氏名をお書きください。
If any, list your family member/relatives who are employed in the command where this position is located.

これまでに逮捕又は法律に違反して有罪の判決を受けた方は詳細を記入して下さい。
Have you ever been arrested, indicted or convicted for any violation of law? If so, state complete circumstances.

なし（None）又は
浦島太郎（伯父）

ない（None）又は
窃盗・器物破損

これららの欄が未記入の場合は書類不備としてみなされ、面接者紹介リストには載りません。下記の署名と日付の欄も記載がなければ書類不備となりますので、記入漏れのないようご確認下さい。

私は、募集要項の資格条件を読み、これらの条件を満たしているものと信じます。なお、本求人広告申込書を受付終了前に人事課に届けよう確認するのは私の責任であることを了解しています。本申込書中のすべての項目について、もし虚偽の記述をした場合には、直ちに解雇又は本申込書が不承認になりうることを私は承知しています。ここに記入した事柄は私の知る限り、また信じる限り事実であることを証明として署名します。

I have read the qualifications required for this position and believe that I meet these requirements. I also understand that it is my responsibility to ensure that my application reaches the Civilian Personnel Flight prior to the closing date. I understand that falsification of any item herein may result in the immediate termination of my employment or disapproval of my application. I place my signature in certification that the information contained herein is the truth to the best of my knowledge and belief.

申込日付 Date of Applying

24 Dec 2013

Tito Yamamoto 又は 山本 次郎

電子署名 又は 直筆の署名

FOR OFFICIAL USE ONLY
<table>
<thead>
<tr>
<th>Position Title/Series</th>
<th>Refrigeration and Air-Conditioning Mechanic, MLC-2240, BWT 2-7, LPL: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade/LPL</td>
<td></td>
</tr>
<tr>
<td>Work Place</td>
<td>718 CES/CELN4, Housing Maintenance Flight, Camp Courtney</td>
</tr>
<tr>
<td>Number of position(s)</td>
<td>1</td>
</tr>
</tbody>
</table>

Applicants who meet the requirements may be considered for the vacancies of same position located at various installations in North Zone (Kadena AB and Camp Courtney) within next 90 days.

**Summary of duties:**
Employee repairs and maintains a variety of large commercial and industrial refrigeration and air conditioning systems and supporting equipment with complex problems and extensive repairs requiring judgement to locate malfunctions. Systems include those with a variety of compressors and a variety of refrigerant controls. Systems use a variety of complicated motor controls and other controls to protect against overloads or overheating. Plans, layouts, and installs a variety of large and small complex commercial and industrial systems and supporting equipment used in air conditioning single dwellings, multiplex units, shops, offices, high rise towers, and/or warehouses. Accurately reads and interprets detailed equipment blueprints, electrical schematics, drawing and specification for proper installation. Troubleshoots a variety of large commercial and industrial refrigeration and air conditioning systems and supporting equipment. Checks elements which control low and high side pressure; the temperature of the cooling units, liquid and suction lines, and the running time of various mechanisms. Utilizes established safety practices, rules, regulations, and procedures to maintain a safe and clean work environment. Uses and assures proper fit of required safety equipment and clothing such as safety shoes, glasses, ear protection, face masks, and/or hard hats. May operate a government vehicle. Performs other related or incidental duties as assigned.

**Basic Qualifications:**
Qualification requirements emphasis is on the quality of experience, not necessarily the length of time. Although a specific length of time and experience is not required, you must show through experience and training that you possess the quality level of knowledge and skill necessary to perform the duties of the position at the level for which you are applying. Although a specific length of training and/or experience is not required, applicants must have sufficient training and experience, paid or unpaid, of sufficient scope and quality that fully provides the ability to perform the full range of duties of the position.

**KNOWLEDGE, SKILLS AND ABILITIES:** Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:
1. Quality of experience in the same line of work (experience in related fields).
2. At least 1 year work experience in maintenance of various types of refrigeration and A/C systems is required.
3. Working knowledge in maintaining/troubleshooting refrigeration and A/C systems such as mini-split, air-handler, heat pump and supporting equipment.
4. Must possess or be able to obtain an EPA Universal certification in accordance with EPA requirements or GOJ license for Refrigerant Freon Handling Technician (冷媒回収技術者) within 180 days after employment.
5. Must have a valid GOJ Ordinary Motor Vehicle (OMV) driver’s license (Manual Transmission) (自動車運転免許証 - マニュアル車) and be able to obtain a GOV driver’s license.
6. Possession of GOJ issued Second Class Electrician License (第二種電気工事士) is required.
7. Possession of GOJ issued Gas and Arch Welder’s Licenses (ガス及びアーク溶接士免許) are highly desirable.
8. Knowledge in reading wiring/piping diagrams and blue prints.
9. Skills in use of various hand tools and power tools.
10. No English Proficiency Requirement - LPL-0. However, Basic English proficiency for comprehending and speaking is desired.

**Job Related Requirements:**
1. Must be able to lift and carry up to 50 pounds (23kg).
2. Must be able to work shift work schedule to include night, weekends and holidays.
3. May work outside of normal duty hours when directed.

**Special Factor:** This position is designated as Mission Essential which requires incumbent to report to duty or continue performing duties during emergencies or exigent situations such as but not limited to natural disasters, adverse weather, terrorist activity, radioactive/poisonous gas release, outbreak of pandemic disease or other events that may present a danger to any USFJ facility, personnel or LN employees, or which require extraordinary USFJ assistance for relief measures.

**Work Schedule:** Sun-Sat (40 hours per week, schedule changes weekly with alternate days off). 1st shift: 0730-1630 (1130-1230); 2nd shift: 1500-2400 (1800-1900); 3rd shift: 2300-0800 (0300-0400)

**Required document 必要書類:**
- KADENA AB Form 1EJ, 20090413
- Copies of English Proficiency Test for LPL requirement, see page 2 語学能力を証明する書類のコピー（2ページ参照）
- Copies of license(s) 免許証等のコピー: As underlined above. 上記下線部参照