

# Employment System and Job Titles of USFJ Employees

## Employment System and Job Titles

As for hiring USFJ employees, Government of Japan and US Government concluded three labor furnishing contracts. **the Master Labor Contract (MLC), the Mariner's Contract (MC)** and **the Indirect Hire Agreement (IHA)**.

There is not a large difference among wages, work hours and leave between Master Labor Contract (MLC) and Indirect Hire Agreement (IHA), though employees of those contracts work in different workplaces.

Mariners Contract (MC) is like MLC but working conditions such as working hours, leave and holidays are based on maritime customs of Japanese mariners. On any of labor provision contracts, USFJ employees provide assistance on US bases, expertise, skill and English proficiency are needed depending on their jobs.

| Type of Job                   | Description  |
|-------------------------------|--|
| Clerical and Engineering Work | Engaged in clerical work such as general affairs management, accounting and interpretation, or engineering work such as construction, civil engineering and machinery. |
| Skilled and Labor Work        | Engaged in skilled work such as machine repair, inspection and operation, or service work such as cleaning, sales and waiting tables.                                  |
| Security and Fire Fighting    | Engaged in security work such as security guards and firefighters.   |
| Medical Work                  | Engaged in medical work in hospitals or clinics as dental hygienists or medical technicians.   |
| Nursing                       | Engaged in nursing work in hospitals or clinics as nurses or nursing assistants.   |

## Introduction of Typical Job Titles

As job titles of USFJ employees are more than 1,300 ranging variously, there are opportunities to be active for each job title.

### MLC



**Technical Information Specialist (BWT1)**

Under general supervision of a military supervisor, performs analysis, evaluation and translation of a variety of technical and scientific information for designated areas.



**Child Development Program Technician (BWT1)**

Serves as a technician solely assigned to a classroom of children with independent responsibility for planning and developing classroom activities in support of the Child Development program.



**MWR Program Coordinator**

Programs and operates indoor and outdoor activities and provide sightseeing tours or seasonal tourist information. Performs clerical duties including calculating expenses, developing plans, and evaluating the plan afterwards.



**Heavy Vehicle Driver (BWT2)**

Operates heavy automotive vehicles such as buses (including school buses), and trucks and semi-trailers, 4-ton or more but less than 10-ton capacity, to transport cargo or passengers.



**Preventive Maintenance Worker (BWT2)**

Performs regular preventive maintenance inspection and repair of buildings and structures.



**Automotive Mechanic (BWT2)**

Performs work involved in the disassembly, overhaul, repair, replacement of parts, adjustment, reassembly, and final operational check of general purpose automotive vehicles, cargo trucks, busses, etc.



**Guard (BWT3)**

Under supervision of a US military or Japanese supervisor, performs any one or more of a variety of guard duties at a USFJ facility either on a regular or rotating duty shift.



**Fire Fighter (Land) (BWT3)**

In fire emergencies, rides on fire truck to scene of fire, to spray water or chemical on the fire.



**Nurse (BWT6)**

Provides professional nursing care for patients receiving treatment in a ward, clinic or emergency room situation. Administers medications and gives treatments as prescribed by a physician.

### IHA



**Cook (BWT2)**

Assists Cook by performing the simpler tasks involved in the cooking of meat, fish, poultry, vegetables, home-made foods, soups, sauces, gravies and related dressings and garnishes in the kitchen of a restaurant on base.



**Sales Clerk (BWT1)**

Displays and sells merchandise in a sales store. Arranges articles on counter. Waits at the counter and receives customers; answers inquiries about the articles and helps customers make selections. Handles bills at the counter.



**Housekeeper (BWT2)**

Performs combination of general custodial work and variety of patron service type work in the recreational lodging facilities or billeting facilities.

\* MC has no job title other than mariner.