

Facility Planner - Yokosuka, Japan

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Company: Kina'ole Foundation

Location: Yokosuka

Category: other-general

Ho'olaulima Government Solutions LLC (HGS) is a Small Business Administration-certified, Native Hawaiian Organization-Owned, 8(a) Small Business that provides services and solutions in the areas of Environmental Services, Information Technology Services, Healthcare Services and Professional and Technical Services to the Department of Defense and other Federal agencies.

HGS is a wholly-owned subsidiary of the Kina'ole Foundation, a 501(c)(3) non-profit established to benefit Native Hawaiian communities.

You will receive a comprehensive benefits package that includes:

Health insurance

Dental insurance

Life insurance

Professional training reimbursement

401K

Disability insurance

...and much, much more!

This position is located on site in Yokosuka, Japan

Job Description: The Facility Planner shall provide support services to satisfy the overall operational objectives of the various Business Lines at NAVFAC Pacific. The primary objective is to provide services and deliverables through performance of on-site Planner duties.

Duties and Responsibilities:

Provide master and facilities planning consultation to include providing guidance on master plans and classification of work on facilities projects.

Prepare/update/validate Property Records (PRs) via Asset Evaluations.

Prepare/update/validate Facility Requirements Plans, which include Basic Facility Requirement (BFR) justifications and Facility Planning Documents (FPDs).

Prepare/update/validate project documents (i.e., DD1391s, Form 22s, Form 42s), location/site maps, economic analyses, site approval requests, and cost estimates.

Formulate project proposals to satisfy verified deficiencies and surpluses.

Formulate/validate land use plans for an installation in accordance with prudent land use compatibility by functional categories (i.e., operations, warehousing, administrative, family housing, community support, recreation, etc.)

Identify/document development constraints and potential encroachment issues.

Formulate/validate Installation and Area Development Plans, which identify sites for future facilities and/or existing facilities for reuse, within the framework of an established land use plan.

Assist the Facilities Inventory Program Manager with all Class II Real Property issues to include providing direction, oversight, and guidance to activities on all facets of the inventory program, making recommendations for improvement, providing advice and

consultation regarding facilities inventory management, and reconciling Property Records.

Review work done by others for technical adequacy and conformance with established criteria/policy/guidance. Provide all review comments in writing.

Assist in developing training material for master and facility planning and facility inventory management, as well as, planning, organizing, and conducting training sessions.

Other duties as assigned.

Certifications, License and Physical Requirements:

A minimum 5 years of experience in Engineering, Navy planning and/or facility inventory.

A Bachelor's degree (preferably in Architecture or Engineering).

American citizenship.

Experience with NAVFAC Asset Management.

Proficiency with Microsoft Word, Excel, Outlook and Power Point.

HGS is an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

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