

Showa Boston Institute of Language & Culture
Job Description
Facilities Supervisor

Background

Showa Boston Institute of Language and Culture is a residential academic institution for about 300 students established by Showa Women's University in Tokyo in 1988. Its mission is to increase students' English proficiency, to develop their cross-cultural awareness, and to foster their personal growth. The 40-acre campus rests on a hilltop overlooking the Boston skyline. At the heart of the campus are administrative offices, residences, pool, a dining hall, and educational facilities.

Position Summary

The Facilities Supervisor is responsible for making sure that the Buildings and Campus grounds meet the needs of the people that work, live, and study within them. The Facilities Supervisor is accountable for services such as building and grounds maintenance and up keep, along with Housekeeping and Security to make sure the surrounding environments are in a suitable condition to work, live, and study. The Facilities Supervisor supervises the maintenance department employees and activities in coordination with the Building Systems Coordinator and management Technician under the Direction of the Facilities Director.

Essential Job Functions

- Assign and supervise the work and activities of the plant employees engaged in the safe maintenance and operation of the buildings and grounds.
- Coordinate and supervise the work and activities of the plant employees for the startup, inspection, maintenance and repair of the boiler plants, associated pumps, piping, valves and other mechanical parts to insure a safe and proper operation.
- Coordinate the maintenance and repair of the plumbing, lighting, air conditioning, electric and fire protection systems as needed. Make periodic inspections and communicate results or concerns to the Facilities Director.
- Route any material requisitions to the Facilities Director or his designee.
- Train new plant personnel in their respective positions to ensure their duties are understood in order for them to function in the absence of others.
- Equally share weekend call rotation with the maintenance technicians and be available to work extended hours on any given day in the event of emergencies or adverse weather.
- Ability to Supervise and assist with all aspects of snow removal and road sanding.
- Communicate readiness for safe school opening to Facilities Director and or other school personnel.
- Assist the Director with the Security and Housekeeping contracts.
- Perform other duties as requested by the Facilities Director or the President.
- Scheduling employees as business dictates

Skills

- Strong building construction knowledge and skills
- Strong interpersonal skills.
- Ability to work with various levels of employees and vendors.

- Ability to plan, organize and execute maintenance upkeep and requests in an efficient and timely manner.
- Ability to motivate employees to maintain and care for a large campus.
- The ability to use machines in and around the facility in order to complete tasks

Requirements

- Progressive experience in all phases of buildings and grounds maintenance.
- Strong oral communication skills.
- Ability to work under pressure.
- Osha 10 Certified
- Ability to lift/transport tools and equipment.
- Proven management experience required
- Multiple years of experience in supervising employees
- Be First Aid/CPR trained
- Become a CPO and maintain the certification
- Ability to manage multi priorities
- Understanding of contract utilization

To Apply

For more information, visit www.showaboston.org/employment.html. Please send cover letter and resume to HR@showaboston.edu. EOE