

**Showa Boston Institute of Language & Culture**  
**Job Description**  
**PT General Maintenance Technician 1**

**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, a dining hall, and educational facilities.

**Position Summary**

Assist in the operation, maintenance and repairs of all buildings and grounds. This is a part-time position, working 15 to 20 hours per week.

**Essential Job Functions**

- Under the direction of the Facilities Supervisor, assist in the repairs and maintenance of the boilers, plumbing, heating, cooling, electrical, pool, pond, painting, or other systems as necessary.
- Ability to prep and paint walls, ceilings and other areas as directed.
- Perform required duties such as mowing lawns, planting, mulching, collecting leaves and refuse, and spreading seed fertilizers as required.
- Operate tools and machinery in a safe and professional manner.
- Ability to follow directions, work well with others, and be able to work independently.
- Be available for the shoveling/plowing of snow/ice from the Campus roads, walkways and stairs to ensure a safe environment for all students, staff, and visitors.
- Comply with safety regulations and maintain clean and orderly work areas.
- Perform other duties as requested by the Facilities Supervisor or Director.

**Skills:**

- Knowledge of materials, hand and power tools and practices used in the building and mechanical trades.
- Skill in the safety precautions and use of hand and power tools and equipment used in the trades involved.

**Requirements:**

- Previous experience in plant operations.
- Ability to lift and/or transport heavy objects, up to 50 lbs.
- High School diploma or GED and a valid Massachusetts driver's license.
- All Showa employees are required to act in a professional manner and be respectful and courteous towards staff and students.

**To Apply**

For more information, visit [www.showaboston.org/employment.html](http://www.showaboston.org/employment.html). Please send cover letter and resume to [HR@showaboston.edu](mailto:HR@showaboston.edu). EOE