Showa Boston Institute of Language & Culture
Job Description

<table>
<thead>
<tr>
<th>Position: Maintenance Apprentice Technician</th>
<th>Reports to: Facilities Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Status: Regular Full-Time</td>
<td>FLSA Classification: Non-Exempt</td>
</tr>
<tr>
<td>Schedule: 9:00 a.m. to 5:30 p.m.</td>
<td>Benefits Eligible: Yes</td>
</tr>
<tr>
<td>Prepared by: Human Resources</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**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.

**Essential Job Functions**

- Under the direction of the Facilities Supervisor, and Building Systems Manager assist in the operation of the boiler plant and associated equipment, plumbing and electrical distribution systems, HVAC systems, refrigeration, kitchen equipment, swimming pool systems, Koi pond systems, and other equipment as shown.

- Under the direction of the Facilities Supervisor, maintain and assist in the repair of the above equipment as required. Conduct routine tours of mechanical areas and address proper operational and safety concerns. Perform preventative maintenance. Read and interpret equipment manuals and work orders to perform required maintenance and service.

- Repair walls around campus this to include Dorms, Offices, Halls, Etc.
- Maintain walls in all common areas by painting when time allows

- Share "on call" responsibility with other members of the facilities staff for 24/7 emergency coverage. When "on call" an immediate response to a telephone call is required. In addition to "on call" responsibilities, maintenance technicians may be required to work additional hours due to emergency situations or as the need arises. This need may occur during evening, weekend or holiday hours.

- Be available at all times for the shoveling/plowing of snow/ice from the facilities' roads, walkways and stairs by all plant staff to ensure a safe environment for students and staff.

- Comply with safety regulations and maintain clean and orderly work areas.

- Perform other duties as requested and/or needed by the Facilities Supervisor
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:

- 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 Boston employees are required to act in a professional manner and be respectful and courteous towards staff and students.

- Must be A.L.I.C.E. trained after employment

- Acquire and maintain Certified Pool Operator

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. EOE