Showa Boston Institute of Language & Culture  
Job Description

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<tr>
<th>Position: Maintenance Mechanic</th>
<th>Reports to: Facilities Supervisor</th>
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<td>Employment Status: Regular Full-Time</td>
<td>FLSA Classification: Non-Exempt</td>
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<td>Schedule: 9:00 a.m. to 5:30 p.m.</td>
<td>Benefits Eligible: Yes</td>
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<td>Prepared by: Human Resources</td>
<td>Date:</td>
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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, and 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, learn the operation of the boiler plant and associated equipment; plumbing and electrical distribution systems; telephone systems and safety systems; HVAC systems; swimming pool systems; Koi pond systems; refrigeration and kitchen equipment and other equipment as shown.

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

- The plant staff provides 24/7 emergency coverage. Maintenance mechanics are required to share "on call" responsibility with other members of the facilities staff. When "on call" an immediate response to a telephone call is required. In addition to "on call" responsibilities, maintenance mechanics 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.

- The facilities staff is responsible for the removal of snow. Maintenance mechanics are required to be available at all times for the shoveling/plowing of snow/ice from the facilities' roads, walkways and stairs to ensure a safe environment for students and staff.

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

- Perform other duties as requested by the Facilities Supervisor.
Skills

- Knowledge of materials, tools and practices used in the building and mechanical trades.
- Ability to detect defects in equipment and to make repairs or adjustments.
- Skill in the safety precautions and use of tools and equipment used in the trades involved.

Requirements

- Previous experience in plant operations.
- Acquire and maintain certification for pool operations.
- Ability to lift and/or transport heavy objects.
- High School diploma or GED and a valid Massachusetts driver’s license.
- Must be ALICE trained after hired

To Apply

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