



INSTITUTE OF ARCHAEOLOGY

Preserving the Past for the Future

JOB DESCRIPTION – FACILITIES MANAGER

Position Title: Facilities Manager	Primary Supervisor: Associate Director – Parks
Division: Park Management	Secondary Supervisor: Director – IA
Level: L5 – Administrative/Technical Support	Last Revised: December 2022
Replacement/Stand-in: Maintenance Technician	Duty Station: Belmopan

MAIN FUNCTION:

The Institute of Archaeology has park management as a central component of its responsibilities. The Institute of Archaeology is committed to the efficient day-to-day management of Belize's archaeological resources and in providing the appropriate infrastructure necessary for tourism visitations.

The Facilities Manager is responsible for the regular maintenance and upkeep of the tourism infrastructure at the archaeological reserves. The Facilities Manager should be a multi-skilled individual responsible for creating a suitable and safe environment for tourism visitations to the archaeological reserves. This position provides support in the efficient management operations of the archaeological reserves and generally supports all Management and Technical Staff efforts in any tourism-related activity on or related to the archaeological reserves.

PRIMARY DELIVERABLES:

1. Execution of general maintenance duties of all tourism-related infrastructure on the archaeological reserves.
 - 1.1 Responsible for initiating, supervising, and scheduling routine and emergency inspections to determine the need for repairs or renovations.
 - 1.2 Responsible for scheduled routine preventative short- and long-term maintenance and improvement programs for all tourism-related infrastructure at the various archaeological reserves across the country. This must be conducted in collaboration with the Park Manager and the Associate Director for Parks.
 - 1.3 Responsible for all aspects of maintenance including electrical, plumbing, carpentry, masonry, and solar power systems where necessary.
 - 1.4 Activities may include, but is not limited to, the upkeep and repair of all access ways (trails, boardwalks, docking facilities, and stairways), on-site infrastructure (ticket office, restrooms, education centers, visitor centers, vendor spaces, pavilions, and parking lots), installation of signage, and any other areas as may be determined by the Park Manager and approved by the Associate Director for Parks.

- 1.5 Prepare quarterly reports updating the status of all maintenance initiatives.
2. Responsible for the management and supervising of all employees, equipment, and tools assigned to the Maintenance Team.
 - 2.1 Responsible for creating scheduled programs for the Maintenance Team in responding to the maintenance needs at the archaeological reserves.
 - 2.2 Collaborate with Park Managers and Assistant Park Managers in scheduling routine inspections and repairs or renovations.
 - 2.3 Responsible for procurement of necessary equipment and tools required for maintenance efforts. This must be conducted in collaboration with and with approval from the Associate Director for Parks.
 - 2.4 Responsible for arranging routine servicing and maintenance of all assigned equipment or tools, where this is necessary.
 - 2.5 Responsible for maintaining an updated inventory of all equipment and tools assigned to the Maintenance Team.
 - 2.6 Identify and participate in training opportunities for improving the abilities of the Maintenance Team.
3. Contribute to the preparation and recovery efforts for natural disasters and emergencies.
 - 3.1 Responsible for coordinating preparatory and recovery programs in conjunction with the Park Staff aimed at safeguarding all infrastructure on the archaeological reserves in the event of natural disasters and other emergencies.
 - 3.2 Contribute to the annual revision of the IA Hurricane and Disaster Preparedness Plan.
 - 3.3 Assist and support inspection programs following a natural disaster or emergency.
 - 3.4 Assist in the preparation and execution of post-disaster needs assessments.
4. Perform any other duties that may be assigned by the Associate Director for Parks and the Director of the IA for the effective and efficient functioning of the archaeological reserves and the IA.
5. Collaborate effectively with all NICH departments, including the Management and Technical Teams.

Qualifications and Skills

1. Minimum of an Associate Degree in civil engineering or related field
2. Previous working experience in facilities management or maintenance supervision
3. Good organizational skills
4. Multi-tasking abilities

5. Competency in Microsoft Office Suite and general knowledge of CAD
6. Excellent written and verbal communication skills
7. Exceptional interpersonal skills
8. Good time management skills
9. Valid driving license (Manual transmission with trailer)

General Working Conditions

1. Requires regular travelling across the country
2. Frequently working in remote areas for extended periods of time
3. May require lifting and carrying heavy loads from time to time

Compensation

Commensurate with the level of qualification and experience.

Application Submission

Interested persons are required to submit their applications electronically or delivered them to the address below. The application package should include a letter of interest, Curriculum Vitae, two (2) recommendation letters, supporting documentation of qualifications and experience, a copy of a valid social security card, police record, and proof of Covid-19 vaccination. The deadline to submit an application is December 23, 2022.

❖ Email in PDF format to hr@nichbelize.org

❖ Address:

President

National Institute of Culture and History

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