



INSTITUTE OF ARCHAEOLOGY

Preserving the Past for the Future

JOB DESCRIPTION: MAINTENANCE TECHNICIAN

Position Title: Maintenance Technician	Primary Supervisor: Facilities Manager
Division: Park Management, Institute of Archaeology	Secondary Supervisor: Associate Director – Parks
Level: L6 – Operational Support	Last Revised: December 2022
Replacement/Stand-in: Facilities Manager	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 Maintenance Technician is responsible for providing support for the regular maintenance and upkeep of the tourism infrastructure at the archaeological reserves. This position provides support in the efficient and effective maintenance programs for 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 Assist in conducting scheduled routine and emergency inspections to determine the need for repairs or renovations.
 - 1.2 Provide support in all aspects of maintenance including electrical, plumbing, carpentry, masonry, and solar power systems where necessary.
 - 1.3 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.
 - 1.4 Provide support in preparing quarterly reports updating the status of all maintenance initiatives.
2. Contribute to the efficient management of all assigned equipment and tools.
 - 2.1 Responsible for the effective use of all assigned equipment and tools.

- 2.2 Responsible for requesting routine servicing and maintenance of all assigned equipment or tools, where this is necessary.
 - 2.3 Provide support in maintaining an updated inventory of all equipment and tools assigned to the Maintenance Team.
 - 2.4 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 Assist with 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 Assist with the annual revision of the IA Hurricane and Disaster Preparedness Plan.
 - 3.3 Assist with inspection and recovery programs following a natural disaster or emergency.
 - 3.4 Assist with 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 High School Diploma or ITVET/CET certification
2. Previous working experience in areas of electrical, plumbing, carpentry, and masonry or a combination of these specific areas
3. Good organizational skills
4. Multi-tasking abilities
5. Good written and verbal communication skills
6. Good interpersonal skills
7. Good time management skills
8. Competency in Microsoft Office Suite and general knowledge of CAD
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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