



VACANCY NOTICE

FACILITY SUPERVISOR

Applications are invited from suitably qualified applicants to fill ONE (1) post of **Facility Supervisor**, National Assembly of Belize.

BASIC PURPOSE OF POSITION:

To oversee the day-to-day operations, maintenance, and safety of the National Assembly building and premises ensuring a secure, clean, and functional environment for members of parliament, employees, visitors, and cleaning staff. The Facility Supervisor communicates with technicians and external contractors for the planning, coordination, supervision, and execution of all maintenance activities within the National Assembly of Belize, ensuring that the facilities, systems, and grounds are safe, functional, well-maintained, and preserved in a manner befitting the country's highest legislative institution. The Facility Supervisor also serves as the principal point of contact with the Ministry of Infrastructure Development and Housing (MIDH) for matters concerning capital works, defects liability administration, and technical escalations beyond routine maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintenance Planning and Operations

- Develop, implement, and monitor preventative and corrective maintenance programmes and schedules;
- Conduct regular (at minimum monthly) inspections of buildings, systems, and grounds, with findings recorded in standardized inspection reports;
- Ensure prompt repair of defects and malfunctions;
- Maintain accurate maintenance logs using a computerized maintenance management system (CMMS) or, at minimum, a structured electronic work-order register (Excel-based acceptable);
- Establish and maintain an asset register of all major building systems and equipment, including serial numbers, installation dates, warranty status, and service history;

Building Systems Management

- Oversee electrical, plumbing, air-conditioning/ventilation, fire safety, elevator, generators, biometrics and water systems;
- Ensure proper operation of infrastructure and equipment, including monthly logging of main electrical parameters (phase currents, voltage, power factor) at the Main Distribution Board and principal sub-panels, and reporting of any load imbalance exceeding 10% per NEMA MG1;
- Coordinate with ICT personnel on maintenance affecting technology systems;
- Establish and maintain a Facility Information Management System (FIMS) comprising of building drawings (architectural, structural, electrical, mechanical, plumbing), single-line diagrams, operation and maintenance (O&M) manuals, equipment warranty certificates, and commissioning records for all major systems;
- Responsible for establishment of the key access/management system and storage of keys;
- Administer the Defects Liability Period (DLP) for all active renovation and construction contracts, including preparation of Non-Conformance Reports (NCRs), logging of warranty claims, coordination with Engineers of Record, and follow-up until defects are rectified;
- Implement and enforce a Permit-to-Work system for all contractor activities involving flame or spark-producing operations (welding, cutting, brazing and grinding), electrical isolation, working at heights, or confined-space entry;
- Coordinate pre-sitting testing of critical systems (standby generator, automatic transfer switch, UPS, public-address and voting systems, emergency lighting) to ensure continuity of parliamentary Operations;

Contractor and Vendor Oversight

- Liaise with external contractors and service providers for the planning and scheduling of annual service maintenance contracts, including drafting and reviewing of scopes of work and bills of quantities for minor works;
- Ensure works meet approved specifications, safety standards, and timelines, through the use of Inspection and Test Plans (ITPs), site instructions, and formal Non-Conformance Reports where required;
- Verify satisfactory completion of works prior to payment from the Accounts section, providing written technical certification of works executed against approved scope and specifications;
- Escalate to MIDH and the relevant Engineer of Record any works or defects exceeding routine maintenance scope or requiring professional engineering assessment;

Emergency Response and Risk Management

- Lead response to maintenance-related emergencies (e.g., power failure, leaks, system breakdowns);
- Coordinate with security, fire services, the Public Utilities Commission (PUC), the GOB Energy Unit, and disaster management authorities;
- Assist in the development and testing of emergency and contingency plans;

Budgeting and Reporting

- Prepare annual maintenance plans distinguishing operating expenditure (OPEX) from capital expenditure (CAPEX) requirements and budget estimates;
- Monitor expenditure and control maintenance costs;
- Submit monthly written operations reports and immediate incident reports for any emergency or non-conformance event, to senior management;

Health, Safety and Compliance

- Ensure compliance with best practices in occupational health and safety standards;
- Monitor fire safety equipment, emergency exits, and safety signage;
- Promote a safe environment for Members, staff, visitors, and contractors;
- Schedule routine staff training on emergency procedures and fire drills;
- Develop, update and monitor Emergency Standard Operating Procedures/Disaster Preparedness Plan for the National Assembly;

Authority: The Facility Supervisor is authorized to:

- Issue work orders and maintenance service requests and maintenance instructions;
- Recommend procurement of maintenance services and materials in accordance with Government of Belize procurement rules and applicable authority limits;
- Enforce maintenance and safety standards within the National Assembly complex;
- Issue Non-Conformance Reports and stop-work instructions for contractor activities that present safety hazards or deviate from approved specifications;
- Perform any other duties consistent with the office as assigned by the Clerk of the National Assembly;

QUALIFICATIONS:

- Bachelor's Degree in Engineering (Electrical, Mechanical, Civil, or Building Services), Architecture, or Construction Management from a recognized institution; OR a Technician Diploma in any of the foregoing combined with not less than eight (8) years of supervisory experience in institutional or commercial facilities with complex mechanical, electrical, and plumbing (MEP) systems;
- Minimum five (5), or eight (8) where based on a Technician Diploma, years' experience in facilities or building maintenance, preferably in a large or public institution;
- Demonstrated knowledge of modern building systems and preventative maintenance practices;
- Demonstrated ability to read and interpret architectural, structural, electrical, and mechanical drawings, including single-line diagrams, panel schedules, and equipment shop drawings;
- Working knowledge of the Belize Building Code 2024, NFPA 70 (National Electrical Code), and NFPA 101 (Life Safety Code);
- Proficiency in Microsoft Word, Excel, and Outlook; familiarity with Computerized Maintenance Management System (CMMS) platforms an asset;
- Valid Belize driver's license;
- Certification in occupational health and safety (OSHA 30-hour or equivalent) would be an asset; first-aid and fire-warden training to be completed within six (6) months of appointment;

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong planning and organizational skills;
- Supervisory and contractor management capability;
- Problem-solving and decision-making skills;
- Knowledge of health and safety regulations;
- Ability to work discreetly in a parliamentary and high-security environment;
- Good written and verbal communication skills, including the preparation of structured technical reports for senior management;
- High level of integrity and professionalism;
- Reliability and attention to detail;
- Ability to work under pressure and respond to emergencies;
- Respect for parliamentary protocols and confidentiality;

Working Conditions

- Primarily office and site-based;
- May require after-hours work during sittings, emergencies, or special events;
- Subject to security clearance and parliamentary protocols;

Special Work Conditions (hazards, dangerous conditions – where applicable):

Exposure to electrical systems, mechanical plant rooms, and roof-level equipment during inspections; occasional work during non-standard hours in support of parliamentary sittings and emergency response; subject to security clearance and parliamentary protocols.

CONDITIONS OF SERVICE:

The Conditions of Service will be in accordance with the National Assembly Staff (Conditions of Service) Regulations, 2003 and any other instructions issued from time to time.

SALARY:

Government of Belize pay scale 21 of \$39,821 X 1718 - \$72,463 per annum.

Interested persons who are in possession of the required qualification and experience and have the aptitude for the post of this nature are requested to submit a complete application package which must include a cover letter, updated curriculum vitae, copies of relevant qualifications, a copy of a recent Police record to **The Clerk, National Assembly, Independence Hill, Belmopan**, at email ValdezGN@belizeparliament.bz or PechCV.Clerk@belizeparliament.bz no later than 4th September, 2026.