

Position: Maintenance Technician

Location: Premises Department, Belize City

Employment Type: Full-Time

Reports to: Premises Support Officer

Job Purpose:

The Maintenance Technician will support the Bank's operations by performing a wide range of maintenance and repair tasks. This position will be responsible for ensuring that all in-house and outsourced maintenance activities are carried out to high standards, including HVAC servicing, electrical repairs, and general building maintenance.

Key Responsibilities:

- Conduct installations and repairs of air conditioning systems and ensure energy efficiency.
- Perform preventative maintenance and repair work on HVAC units, generators, electrical systems, vaults, locks, plumbing, carpentry, elevators, roofing, and other facilities.
- Coordinate AC unit installations/replacements and maintain accurate reports on inventory and materials used.
- Respond to emergency maintenance situations (e.g., equipment failure, weather damage, break-ins).
- Liaise with the Premises Support Officer on all maintenance-related tasks.
- Ensure confidentiality of all information handled in the course of duties.
- Deliver excellent service to both internal and external customers.
- Participate in departmental meetings, training, and professional development programs.
- Perform other related duties as assigned.

Education and Work Experience:

- Minimum High School Diploma. Certifications in ARACT Licensed Air Conditioning Technician and PUC Licensed Wireman would be an asset.
- Minimum 1 year work experience in related fields: Air Conditioning repairs and servicing, Electrical repairs, and general works maintenance.
- Valid Driver's License (Class AF) with a clean driving record would be an asset.

Knowledge, Skills & Abilities:

- Proficient in AC and electrical repairs, with broad knowledge of general maintenance.
- Strong communication and customer service skills.
- Resourceful problem solver with a proactive attitude.
- Ability to manage multiple tasks, meet deadlines, and adapt to changing priorities.
- Committed to confidentiality and professionalism.

Please note that relevant work experience may compensate for academic qualifications.

Qualified applicants can send their résumés/CVs to:
The Human Resource Department Email: careers@belizebank.com
(Subject: Maintenance Technician – Premises Department)

Deadline for submissions is June 25, 2025

*A valid Police Record will be required for an offer to be made to a successful candidate.

**Only shortlisted candidates will be invited for an interview. If you do not hear from us within two (2) weeks of the application deadline, we encourage you to apply for future opportunities with us.*