



Vacancy Notice

We are a new company with site offices in the Big Creek, Belmopan and Orange Walk vicinities. Our company offers its employees exciting opportunities to modernize an industry by working with state of the art equipment in a motivating and engaging work environment.

The Company: We are seeking employees to join an organization that is looking to build a reputation for outstanding leadership and expertise in the Liquid Petroleum Gas (LPG) industry. We want persons who are actively involved and supportive in **National Gas Company** achieving its goals.

National Gas Company is looking for responsible, accountable and honest persons to build a company that takes great care of its customers and employees alike.

For full position requirements view job description below.

Interested applicants should submit a completed application (see end of document), a resume, copies of your degrees and training certificates and 2 reference letters by 5 pm on February 10, 2020 to info@nationalgas.bz

JOB DESCRIPTION

Innovative Energy Solutions

Job title	Control Room Operator
Reports to	Operations Manager
Job location	Big Creek, Stan Creek District

Job purpose

Your purpose is to support Operations. Through the control room you will monitor the facilities and trucks, gather and distribute critical information in order to maintain a safe and successful operation.

As Control Room Operator, you serve as the key source for all company technical and operational data. You will also support Operations administratively with the purchasing process and monitoring of spares inventory.

You work closely with the Senior Operations Supervisor and Administrative Staff. You report directly to the Operations Manager.

Duties and responsibilities

1. Understand, operate and improve the Control Room Operations
2. These operations include the monitoring of plant parameters, truck loading/unloading, maintenance activities, instrumentation calibration, truck GPS tracking and security cameras of the Terminal and Depots
3. Work with NGC Personnel to coordinate internal product supply and sales
4. Monitor and report on the inventory for the Terminal and Depots
5. Work with the Senior Operations Supervisor in the creation of annual plans for maintenance.
6. Work with the Senior Operations Supervisor in the creation of SOPs for the Terminal and Depots
7. Perform as part of the Emergency Management Team
 - a. Notify relevant entities e.g. Port of Big Creek and call in personnel where necessary
 - b. Coordinate use of resources – Local Fire Service, Village Chairperson etc.
 - c. Provide plant parameter data to EMT Leader and On-the-ground Commander
 - d. Record Incident Timeline
8. Perform as part of the Fire Response Unit
9. Diligently manage and maintain site records / reference materials including Health & Safety records, Incident Forms and the site Daily Activity Report (DAR)
10. Ensure a timely response to all security issues and events
11. Other duties as assigned.

Qualifications

1. Minimum: Associates Degree
2. Background and experience in industrial operations
3. Strong organizational and leadership skills for a multifaceted work environment
4. Excellent interpersonal skills, strong oral and written communication
5. Detail oriented and customer focused

Special Skills

1. Must be computer literate
2. Must be well versed in Microsoft Office software
3. Must be well spoken and written communicator
4. Able to self-plan and deliver results
5. Demonstrates enthusiasm and an attitude to work well with others in teams
6. Excellent interpersonal skills
7. Knowledge of plant operations and emergency response procedures
8. Knowledge and experience in control room operations
9. Knowledge of communication protocols
10. Incident recording experience

Working conditions

Working conditions are normal for an outdoor environment. Work may require regular evening and weekend work, shift work, working outdoors, and working with challenging clients.

Physical requirements

Due to the physically demanding nature of your responsibilities, this post requires that you be able to pass a Personal Fitness Assessment (PFA). Your ability to run, jump, climb, lift, etc. will be tested. See the IES PFA document for details.

Direct reports

Security Personnel

Approved by:	<i>Marvin Vanzie</i>
Date approved:	<i>29 January 2019</i>
Reviewed:	

Mailing Address:

Unit 17, Northern Shops
 Mile 1 ½ Phillip Goldson Highway
 Belize City
 Belize, Central America

Email:

 Web: www.nationalgas.bz

EMPLOYEE APPLICATION FORM

APPLICANT INFORMATION									
Last Name		First		Middle					
Street Address					Date	(dd/mm/yy)			
City/Town			District			Country			
Phone			E-mail Address						
When can you start?			Social Security No.				Desired Salary	\$	
Position Applied for					Date of Birth	(dd/mm/yy)			
Are you a citizen/resident of Belize?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, do you have valid work permit for Belize?		YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Are you willing to work holidays and overtime hours?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Are you willing to work any shift?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Are you willing to travel or relocate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Do you have a preexisting medical condition?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
Have you ever been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
Do you have a valid police record?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Required for employment						
Do you have a valid driver license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Have you in the past or are you currently taking illegal or unprescribed drugs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
If you are not a citizen of Belize please state your nationality									
CONTACT INFORMATION									
<i>Please list two emergency contacts.</i>									
Full Name			Relationship		Phone				
Address									
Full Name			Relationship		Phone				

Address											
CURRENT/PREVIOUS EMPLOYMENT											
Employer						Phone					
Address				Supervisor							
Job Title				Starting Salary		\$		Ending Salary		\$	
Responsibilities											
From		To		Reason for Leaving							
May we contact your current/previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, explain			
Employer						Phone					
Address				Supervisor							
Job Title				Starting Salary		\$		Ending Salary		\$	
Responsibilities											
From		To		Reason for Leaving							
May we contact your current/previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, explain			
PROFESSIONAL REFERENCES											
<i>Please list two references.</i>											
Full Name						Employment Relationship					
Address						Phone					
Full Name						Employment Relationship					
Address						Phone					
PLEASE STATE BELOW REASONS WHY YOU WOULD LIKE TO WORK WITH NATIONAL GAS COMPANY LTD.											

EDUCATION, SKILLS & EXPERIENCE						
Institution:				Address:		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Major:				Qualification:		
Institution:				Address:		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Major:				Qualification:		
Institution:				Address:		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Major:				Qualification:		
<p><i>Skills & Experience</i></p> <p>Describe which languages(s) and how fluent of a speaker you consider yourself to be for each.</p> <p style="text-align: center;">_____</p> <p>Are you computer literate? YES <input type="checkbox"/> or NO <input type="checkbox"/> If yes, please list programs.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p>Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us? YES <input type="checkbox"/> or NO <input type="checkbox"/></p> <p>If yes, please explain below.</p>						
SIGNATURE OF APPLICANT:						
FOR OFFICE USE ONLY						
Hire Location				Job Title		
Rate				Starting Date	(dd/mm/yy)	
Supervisor				Temporary <input type="checkbox"/>	(dd/mm/yy)	
				Part-time <input type="checkbox"/>	Date	
				Permanent <input type="checkbox"/>		
Comments						