



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	Operations and Maintenance Technician
Reports to	Operations Supervisors
Job location	Orange Walk

Job purpose

Your purpose is to work as part of a team to maintain a safe and successful operation. You will diligently care for all the company's equipment and assist in operations.

As a first line company representative, your major focus is on adhering to standard operating procedures, performing preventative and corrective maintenance, and troubleshooting equipment.

You work closely with fellow technicians and report directly to the Operations Supervisors.

Duties and responsibilities

1. Troubleshoot, repair, maintain and calibrate equipment such as: pumps and motors, valves, meters, gas detection equipment, fire suppression system and instrumentation
2. Maintain and repair electrical equipment
3. Conduct routine quality inspections of all tanks, skids, pipelines and structures at all NGC facilities
4. Report on conditions/actions that could negatively impact safe operations
5. Participate in safety and toolbox talks and execute tasks as assigned
6. Ensure full compliance with all Standard Operating Procedures
7. Ensure that all health and safety standards and practices are complied with in all work-related activities
8. Contribute to the ongoing development and refinement of all operations and maintenance strategies and demonstrate commitment to those implemented
9. Perform required duties in operations such as Ship Unloading, Tank Inventory Management, Product Blending and Truck Loading and Unloading
10. Execute cargo transfers according to loading / discharge plans
11. Take daily temperature, pressure and liquid level readings of the storage tanks and record.
12. Perform daily inventory reconciliation and custody transfer reconciliation
13. Participate in specific annual training in the areas of loading and discharging from ships and trucks, pipeline operations, tank gauging, firefighting, etc.
14. Perform as part of the Emergency Management Team

- a. Respond to an emergency
 - b. Follow instructions from On-the-ground Commander
 - c. Assist with and or participate in emergency exercises and drills at all NGC facilities as required. Exercises and drills may be in collaboration with other companies and emergency services.
15. Perform as part of the Fire Response Team
16. Other duties as assigned

Qualifications

- 1. Minimum: qualification from a technical college or institution
- 2. 5 years' experience in electrical, instrumentation and mechanical maintenance.
- 3. Experience within the oil and gas industry is desirable but not necessary.

Special Skills

- 1. Must be computer literate
- 2. Must be well versed in Microsoft Office software
- 3. Must be a 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. Fire Fighting Training and Experience
- 7. Knowledge of plant operations and emergency response procedures
- 8. First Aid Training

Working conditions

Working conditions are normal for an outdoor environment. Work will 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

N/A

Approved by:	<i>Marvin Vanzie</i>
Date approved:	<i>29 January 2020</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) Date	
			Part-time <input type="checkbox"/>		
			Permanent <input type="checkbox"/>		
Comments					