



# EXTERNAL VACANCY NOTICE

## **Senior Technician – Buildings & Facilities Department, Bimini Local Office**

The National Insurance Board is inviting suitably qualified candidates to submit applications for the position of Senior Technician in the Buildings & Facilities Department, Bimini Local Office.

### **Job Summary**

Work to ensure the efficient and effective functioning of the Buildings & Facilities Department.

### **Responsibilities**

1. Replace ballistic and rewire light fixtures.
2. Paint the building as necessary.
3. Work with various maintenance vendors as they perform various services and installations of various mechanical systems (plumbing, electrical & air condition).
4. Receive and complete work orders.
5. Monitor all of the building systems as required.
6. Respond to emergency calls.
7. Perform preventative maintenance on systems.
8. Assist with the installation of plumbing systems and fixtures.
9. Maintain/complete preventative Maintenance Checklist Forms.
10. Report all major conditions to the Property Manager.
11. Perform other duties consistent with the job title as may be required or assigned.

### **Qualifications Required**

- A Bachelor of Arts or Science degree from an accredited institution or equivalent.
- Completion of a two-year vocational training program from an accredited institution.
- Good knowledge of plumbing, air condition and electrical work, certification is a plus.
- Good communication skills.
- Must demonstrate proficiency in job.
- Ability to follow written and verbal instructions.
- Ability to diagnose and resolve problems.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate Supervisor or Property Manager.
- Ability to manage multiple tasks with frequent interruptions.

### **Application**

Interested persons may apply by submitting a cover letter with the subject **Senior Technician – Buildings & Facilities Department, Bimini Local Office** and resume, along with the necessary proof of qualifications marked **private and confidential** to:

**Assistant Manager  
Human Resources  
The National Insurance Board  
Clifford Darling Complex  
Nassau, Bahamas**

Or via e-mail: [apply@nib-bahamas.com](mailto:apply@nib-bahamas.com)

**Application Deadline: September 22nd, 2023**



(242) 225.5642



[apply@nib-bahamas.com](mailto:apply@nib-bahamas.com)



[www.nib-bahamas.com](http://www.nib-bahamas.com)