

THE NATIONAL INSURANCE BOARD

VACANCY NOTICE



BUILDINGS & FACILITIES DEPARTMENT BIMINI LOCAL OFFICE

Job Summary

The Technician is responsible for carrying out general building maintenance, repairs, and preventive work to ensure all facilities and systems operate safely, efficiently, and in good condition. This role involves collaboration with maintenance vendors, timely response to emergencies, and support in the upkeep of plumbing, electrical, air conditioning, and structural systems within the organization.

Responsibilities

1. Replace, repair, and rewire lighting fixtures and related components.
2. Perform general painting and building maintenance as required.
3. Collaborate with maintenance vendors during the servicing and installation of plumbing, electrical, and air conditioning systems.
4. Receive, prioritize, and complete assigned work orders in a timely and efficient manner.
5. Monitor all building systems to ensure proper operation and identify potential issues.
6. Respond promptly to maintenance emergencies and service calls.
7. Report all major malfunctions, damages, or safety concerns to the Property Manager immediately.
8. Conduct routine and preventive maintenance on all building systems.
9. Assist in the installation and maintenance of plumbing systems and fixtures.
10. Complete and maintain Preventive Maintenance Checklist Forms to ensure compliance and recordkeeping.
11. Perform other related duties as assigned by the Property Manager to support the efficient functioning of the Facilities/Buildings Department.

Qualifications and Requirements

- A technical certification in building maintenance, electrical, plumbing and air condition, in a related field **OR** a minimum of 7 years of building maintenance, electrical, plumbing and air condition experience.
- Proficient knowledge of electrical, plumbing, and mechanical systems.
- Ability to read and interpret maintenance manuals, blueprints, and work orders.
- Strong problem-solving and troubleshooting skills.
- Excellent communication and teamwork skills.
- 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 candidates may apply by submitting a completed application form, along with the necessary proof of qualifications to:

Apply@nib-bahamas.com

OR

Attn: Human Resources Department
The National Insurance Board
Clifford Darling Complex
Nassau, Bahamas

Application Deadline: March 20, 2026

Only shortlisted applicants will be contacted.