

Job Description: Maintenance Assistant

Reports to: Maintenance Supervisor

Location: Belize

General Purpose of Position:

Carry out and support the maintenance schedule to ensure efficient operation of mechanical and electrical systems within the terminal. Perform routine maintenance, installations, and repairs, while identifying and addressing potential issues in collaboration with the Operations team. Conduct inspections, troubleshoot faults, and implement corrective actions to ensure system reliability and performance.

Key Responsibilities

- Ensure compliance with occupational health and safety policies and procedures.
- Identify and assess risks and implement appropriate preventive measures.
- Perform maintenance and repair work on mechanical and electrical equipment (PLCs, relays, motors, AC systems, switchgears, etc.).
- Conduct routine inspections and maintenance during shutdowns and plant turnaround.
- Troubleshoot equipment and control circuits.
- Use CMMS for planning, scheduling, and managing work orders.
- Record all maintenance data accurately.
- Maintain a clean and safe work environment.
- Respond to emergency call-outs outside normal working hours when required.
- Support supervisor with work allocation and reporting.

Job Requirements

Knowledge:

- Diploma in Industrial Electrical Technician or completion of tertiary education (6th Form).
- 5–7 years' experience in industrial electrical/electronic maintenance and repair.

Skills & Abilities:

- Basic proficiency in Microsoft Office applications (MS Excel, Word, and Outlook).
- Strong communication skills in English; Spanish is an asset.
- Ability to use hand tools effectively and safely.
- Physical ability to lift up to 20 lbs and work at heights.
- Ability to work independently and under pressure.
- Strong problem-solving and teamwork skills.

Competencies:

- Attention to detail and task-oriented.
- Strong teamwork and collaboration.
- Ability to follow instructions and safety procedures.
- Good decision-making and problem-solving skills.