



---

## Terms of Reference for Mechanic

---

### Overall Responsibilities

Optimize the performance of mechanical products, machinery and equipment of the company at site. Assess the condition of the plant, maintain and carry out maintenance of mechanical equipment and machinery on periodic basis.

### Specific Responsibilities

He/she shall perform the following specific responsibilities:

- a. Operate and oversee the functioning of sand washing machine and other mechanical aspects at site.
- b. Operates a variety of mechanical equipment in installations, maintenance and repair activities on a regular basis.
- c. Install and perform diagnostic test on mechanical system.
- d. Develop and implement mechanical maintenance plans to prevent equipment breakdowns.
- e. Troubleshooting mechanical malfunctions and breakdowns, as well as carry out repair works.
- f. Maintain records of maintenance carried out at sites.
- g. Assess, indent the requirement of spares and replenish the items on time.
- h. Provide preventive and predictive maintenance of the plant, machineries and equipment.
- i. Train co-workers on the safe and efficient use of mechanical machinery and equipment.
- j. Complete daily assigned works and timely update the supervisor on progress and issues.
- k. Define and follow Standard Operating Procedures for repair of mechanical systems.
- l. Work safely and cooperatively with co-workers and the public.
- m. Perform all work in compliance with applicable codes, standards, safety and environment regulations.
- n. Identify and suggest new approaches or best known methods to foster continuous improvement.
- o. Maintain the equipment and work place clean and tidy at all times.
- p. Any other task assigned by the supervisor.

### Management

- a. Monitoring and controlling resources and overseeing the spending of money.
- b. Developing specific goals and plans to prioritize, organize, and accomplish your work.



- c. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- d. Developing constructive and cooperative working relationships with others, and maintaining them over time.
- e. Encouraging and building mutual trust, respect, and cooperation among team members.
- f. Always cooperate and work as a team with shared goals and objectives.
- g. Support and follow corporate policy and processes at all times.
- h. Represent the company and its shareholders in a favorable manner at all times.
- i. Act with the highest level of professionalism, integrity, and ethical character at all times.
- j. Timely submission of reports and information to Corporate Office.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- a. Do not operate the equipment which is/are not familiar/trained and authorized.
- b. Read the instruction/ask staff who can read and guide whenever you are issued with/use new appliances, disinfectants and other chemicals.
- c. Must wear protective gears at all times.
- d. Immediately report any accidents, risks and hazards to supervisor and take appropriate action
- e. Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- f. Monitor operations to ensure that health and safety standards are met.

### **Working Environment**

- a. Will have to work beyond normal hours and shall subject to pressure to meet deadline and the targets.
- b. Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- c. Must work in all weather conditions and be prepared for both extreme heat and cold
- d. May at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

### **Confidentiality**

- a. All machineries, gadgets, systems, documents and information at the office and sites shall belong to the Company and shall be protected and not disclose to outsiders.



ལྷོ་ལྗོངས་ས་གཏོར་ལས་འཛོལ་ཚོང་།  
State Mining Corporation Limited



- b. Shall not share any information or documents to outsiders without the permission of the concerned official.
- c. Shall not bring any outsiders/strangers in the office or to the site and give access to company's facilities and properties.

### **Qualification and experience**

He/she should have minimum of Class X/XII passed with **NC2 Certificate(auto/mechanical)**. Candidates with experience in relevant field will have added advantage and will be given preference.

### **Knowledge, skills and abilities**

He/she should have:

- a. Good written and oral communication skills.
- b. High level of honesty, reliability and integrity.
- c. Trouble shooting skills
- d. General tool usage
- e. Excellent organization skills.
- f. Self-discipline/ability to work independently.
- g. Proven ability to work under pressure.
- h. Ability to prioritize workload.
- i. Attention to detail.

### **Employment Type**

Regular

### **Salary and other benefits**

Grade	- O3
Salary	- Nu.16,955.00
Corporate Allowance	- 20% of Basic Pay
PBVP	- 15% of Basic Pay to be paid at the end of year based on performance.
MPI	- 20% (5% to be paid at the end of year based on achievement of targets)

The selected candidate will be appointed as Mechanic for Dzongthung Stone Quarry, Bartsham, Trashigang and Plant 2 at Zungdi, Yallang under Trashigang.

### **Documents required**

- a. SMCL application form (download from [www.smcl.bt](http://www.smcl.bt) )



ཐུལ་ཁམས་ས་གཏོར་ལས་འཛོལ་ཚད།  
**State Mining Corporation Limited**



- b. Curriculum Vitae (CV) clearly indicating requirements referred to above.
- c. Documents required:
  - i. Copies of Academic Transcripts and Certificates,
  - ii. Valid Security Clearance Certificate online.
  - iii. Medical Certificate (Minimum six months validity)
  - iv. Copy of Citizenship Identity Card.
  - v. No Objection Certificate (if employed).
  - vi. Separation Order/last Promotion Order (if employed).
  - vii. Audit clearance if employed.
  - viii. No Objection Certificate (to be submitted within 7 days after declaration of the result).

**Application dateline**

The application deadline is on or before 10<sup>th</sup> March 2021 before 5.00pm. It must be submitted to the HRAD, Corporate Office, Samtse in hard copy as per the sequence given under “Documents Required” during office hours.

Declaration of Confirmation:

I, \_\_\_\_\_, hereby acknowledge receipt of the Mechanic’s job description for State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

(Name and signature) .....

CID. No. ....

Place: .....

Date: .....

**Note:**

*The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.*

