



ཐུལ་ཁམས་སྲ་གཏེར་ལས་འཛིན་ཚད། State Mining Corporation Limited



Terms of Reference for Excavator Operator

Background

State Mining Corporation Limited (SMCL) is the most recently established subsidiary company of the Druk Holding and Investments Limited. It is incorporated under the Companies Act of Kingdom of Bhutan on 31st December, 2014. Its primary mandate is to explore and exploit the mineral resources for use in domestic industries and also to export to the neighboring countries. It is also to be exemplary in carrying out the mining activities in the country. It has its corporate office in Samtse.

Scope

The Excavator Operator will be responsible for the safe and efficient operation of the excavator/hoer. The Excavator/Hoe Operator uses mechanical controls to operate the boom, arm and bucket to excavate, level off and work the ground. He shall report to and work under the guidance of the Site Supervisor and Foreman.

Specific Responsibilities

- a. Start engines, switches, or levers, or depress pedals to operate machines.
- b. Coordinate machine actions with other activities, positioning or moving loads in response to hand or audio signals from crew members.
- c. Use either control mechanisms or direct physical activity to operate machines or processes.
- d. Use hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- e. Check fuel supplies at sites to ensure adequate availability.
- f. Connect hydraulic hoses, belts, mechanical linkages, or power takeoff shafts to tractors.
- g. Locate underground services, such as pipes or wires, prior to beginning work.
- h. Keep records of material or equipment usage or problems encountered.
- i. Keeping up-to-date technically and applying new knowledge to your job.
- j. Inspect equipment, structures, or materials to identify the cause of errors or other problems or defects.
- k. Providing documentation, detailed instructions, drawings, or specifications to tell others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used
- l. Service, repair, adjust, and test machines, devices, moving parts, and fine tuning of equipment.
- m. Shall keep the machines and other equipment clean and functional at all times.
- n. Check the machines and other equipment daily for dysfunctional/faults, and loose parts.



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- o. Ensure daily, weekly and maintenance of machines and other equipment which require routine maintenance, lubrication, watering and others.

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.

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.

Confidentiality

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

Working Environment

- a. 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.
- b. Must work in all weather conditions and be prepared for both extreme heat and cold.



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c. 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.

Physical demands

- Move hand and foot controls to jerk truck forward and backward to loosen and dump material adhering to body.
- Lift/carry heavy weights occasionally.
- Twist, bend, stoop, squat to floor level.
- Reach overhead to grasp materials.
- Prolonged sitting/driving.
- Travel overnight and for extended periods

Education and experience criteria

Should have valid driving license with minimum of 3 years experiences with clean track record.

Knowledge, skills and abilities

- Good oral communication skills, organized, flexibility, good interpersonal skills, reliability, judgement, and team player.
- Should understand and speak Dzongkha, Lhotsham and Sharchop.

Type of employment

- Regular

Salary and other benefits

- Position : Excavator Operator
- Grade : O6
- Basic Pay: Nu.12,740.00
- Allowances :
 - Corporate Allowance : 20% of the basic pay.
 - Monthly Production Incentive (MPI) : 20% of the basic pay (5% to be paid at the end of the year based on performance).
 - Performance Based Variable Allowance (BPVA) : 15% of the basic pay (to be paid at the end of the year based on performance)
 - And any other allowances as per HR manual of the company

The selected candidates will be stationed at Tshophangma Coal Mine, Samdrup Jongkhar and Dzongthung Stone Quarry Project, Trashigang.

Documents Required

- SMCL application form (Download from www.smcl.bt)
- Valid Driving License (Excavator Operator)
- Valid Security Clearance Certificate
- Medical Certificate (minimum 6 months validity)



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5. A Copy of Citizenship Identity Card.

Application deadline:

The last date for submission of the application is on **10th August 2021** before 5 PM. The candidates may apply with all the required documents in PDF to hro.smcl@gmail.com.

Declaration of Confirmation:

I, _____, hereby acknowledge the receipt of the Excavator Operator'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.

...(legal stamp)...

(Name).....

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.