



# འབྲུག་ལྷན་དྲུག་གི་རྒྱུ་ཁམས་ས་གཏོར་ལས་འཛིན་ཚོན།

## State Mining Corporation Limited



### Terms of Reference for Operator-Rock Drill Machine

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#### 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 Gurung Basti, Samtse.

#### Specific Responsibilities (included and not limited to)

- a. Must learn to operate rock drill machine including minor maintenance, independently without guidance/assistance from six (6) months,
- b. Assist drill operator at all times during operation and maintenance of the rock drill.
- c. Learn to read and interpreting plans, instructions, and specifications to determine work activities,
- d. Adding or removing drill rods,
- e. Learn to improve operation availability, utilization and operational efficiency of rock drill usage.
- f. Deliver works on time to meet the set production target.
- g. Provide assistance to operator on any other customary duties related to a Rock Drill Operator role as required,
- h. Learn to record drill meterage, holes drilled & jammed information, hours of service, and fuel consumption,
- i. Learn to determine minor hole position adjustment based on rock geological conditions to avoid hole jamming and better blast performance,
- j. Learn to operate the drill with care and take special precautions including regular and timely checks and inspections,
- k. Safe siding of rock drill before blasting and after work.
- l. Directly responsible for all personal actions and any vehicles or equipment in their care, custody or control
- m. May have to drive other vehicles such as light vehicle, backhoe pay/loader,
- n. Follow all applicable traffic laws,
- o. Represent SMCL in a positive and professional manner while performing the duties.



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p. After successful completion of six months training with attachment with the experienced operator you shall perform the aforementioned and below mentioned roles and responsibilities independently.

### **Maintenance (included and not limited to)**

- Perform daily equipment pre-post operation inspections and operator preventive maintenance checks and complete required framework such as reporting any malfunctions of equipment or problems to immediate supervisor.
- Perform preventive maintenance, minor maintenance and repairs, including lubrication and cleaning.
- Routine greasing, cleaning and water servicing of rock drill.

### **Management (included and not limited to)**

- 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 favourable manner at all times.
- i. Act with the highest level of professionalism, integrity, and ethical character at all times.

### **Health and safety (included and not limited to)**

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 perform all duties according to prescribed safety procedures and use appropriate safety equipment.



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- d. Report all personal & vehicle accidents/incidents immediately to supervisors cooperate and assist in the investigations.
- 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
- 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**

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

### **Education and experience criteria**

- Should be able to operate and repair rock drill machine.

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

- a. Good oral communication skills, organized, flexibility, good interpersonal skills, reliability, judgment, and team player.



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b. Should understand and speak Dzongkha, Lhotsham, shachop and Hindi.

**Type of employment**

Regular

**Salary and other benefits**

The selected candidate will be placed at Chunaikhola Dolomite Mine, Samtse and Tshophangma Coal Mine, Samdrup Jongkhar. Salary and benefits shall be as per existing SMCL pay structure and SMCL HR Manual.

**Documents required**

1. SMCL application form.
2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
3. Documents required:
  - a. Copies of Academic Transcripts (if any)
  - b. Valid Security Clearance Certificate.
  - c. Medical Certificate (minimum 6 months validity).
  - d. A Copy of Citizenship Identity Card.

**Application Deadline**

The last date for submission of the application is on **17<sup>th</sup> August 2021** before 5 PM. The candidates may apply with all the required documents in PDF to [hro.smcl@gmail.com](mailto:hro.smcl@gmail.com).

Declaration of Confirmation:

I, \_\_\_\_\_, hereby acknowledge the receipt of the Operator – Rock Drill Machine’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).....

CID. No. ....

Place: .....

Date: .....

**Note: The statements provided above are intended to describe the general nature and level**

Corporate office: Samtse, +9755365885, P. Box #: 320, [www.smcl.bt](http://www.smcl.bt), email: [smcl@smcl.bt](mailto:smcl@smcl.bt)



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*of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.*