

Terms of Reference for Associate GSE Officer

1. Ensure Serviceability of all GSEs all the time. Ensure that all the equipments are not only functional/operational but presentable as well.
2. To ensure sufficient fuel is in stock.
3. Maintain a proper record of Oxygen and Nitrogen utilization and intimate stores on a weekly basis.
4. Prepare staff duty roster to ensure sufficient staff is available to meet the work requirement.
5. Give directives and instructions to GSE Mechanics and Electricians on daily basis concerning their work for the day.
6. Ensure that all GSE work cards are executed as per the due list issued by the Tech Services.
7. Ensure fair distribution of job cards.
8. Ensure that necessary tools and spares are available to do the work.
9. Ensure that work cards are completed properly and hand over to TSA for validation.
10. Collect and review the completed job cards. Hand over the completed job cards to Technical Services.
11. Liaise with vendors to find out solutions to technical problems.
12. Ensure to maintain hangar all the time.
13. Ensure to maintain cleanliness of the hangar all the time.
14. Inform Maintenance Manager (MM) of any discrepancies or problems. Assist MM in finding a meaningful solution.
15. Maintain a log book for recording defects and rectifications carried out.
16. Raise PO and RO with proper justification and submit to MM for evaluation and for his recommendation.
17. Maintain Office decorum and discipline at the workplace.