

Terms of Reference

JOB TITLE/POSITION	:	Assistant Mechanic - GSE
DEPARTMENT/SECTION	:	Ground Operations Division
PLACE OF POSTING	:	Paro
REPORTS TO	:	Head, GSE Unit

RESPONSIBILITIES

- Ensure that all Ground Support Equipment under the division are serviceable. The equipment must not only be functional but also presentable as well.
- Carry out routine and comprehensive maintenance of all ground equipments, on time, as per the maintenance task card.
- Maintain tools and equipment properly and ensure that the tools are available to execute the maintenance work.
- Respond to emergency calls related to ground equipment requirement in the ramp and maintenance.
- Submit monthly report to the Head - GSE Unit on GSE Downtime
- Handle the GSE equipments and spare parts with utmost care keeping in view the cost implication and difficulty in procuring them.
- Ensure that all GSE equipments have sufficient fuel.
- Attend duty on time as per the staff rotation plan and maintain strict office decorum in the office premises.
- Ensure that staff on duty comply with uniform and PPE.
- Maintain cleanliness and hygiene in work place.
- Perform any other duties as assigned by the Head - GSE Unit.

SKILLS REQUIREMENT

- Experience in auto mechanical & electrical maintenance.
- Driving License of medium duty vehicle.
- Able to work with minimal supervision, ability to work well under pressure.
- Strong interpersonal, oral and written communication skills.