

### Terms of Reference

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|---------------------------|---|----------------------------|
| <b>JOB TITLE/POSITION</b> | : | GSE Operator               |
| <b>DEPARTMENT/SECTION</b> | : | Ground Operations Division |
| <b>PLACE OF POSTING</b>   | : | Paro                       |
| <b>REPORTS TO</b>         | : | Head, GSE Unit             |

### RESPONSIBILITIES

- Ensure that all Ground Support Equipment under the division are serviceable, functional and presentable. Maintain interior hygiene & cleanliness.
- Maintain the standard set for airside driving as mentioned in GOM/RSOP.
- Attend duty on time as per the staff rotation plan and maintain strict office decorum in the office premises.
- Ensure that all GSE equipment have sufficient fuel.
- Handle/operate the GSE equipment with utmost care keeping in view the cost implication and difficulty in procuring them.
- Avail leave/off-exchange through proper procedure and inform supervisor/In-Charge accordingly.
- Actively participate in briefing/debriefing related to airside operation initiated by the Ramp Unit, PBH.
- Respond to emergency calls related to ground equipment requirement in the ramp and maintenance.
- Report any incident/accident related to ground equipment at the ramp to Head, GSE.
- 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

- Heavy vehicle Driving License holder.
- Ability to work under stressful situation including weekends and holidays.
- Previous airline experience.
- Attended trainings on Airside Safety Awareness.