



Building for the Future

Terms of Reference for Mechanical Engineer

Job Title	Mechanical Engineer
Qualification	BE/B. Tech in Mechanical Engineering
Skills	<ul style="list-style-type: none"> ● Excellent Interpersonal skills ● Strong verbal/written communication ● Proficiency in Microsoft Office Software ● Possess excellent time-management and organizational skills ● Acceptable to work beyond working hours to meet the deadline
Age	Below 40 years
Grade and Remunerations	<ul style="list-style-type: none"> ● Grade VII ● Basic Pay for Grade VII – Nu. 30,985.00 per Month ● Corporate Allowance - 20% on Basic pay ● Fixed Allowance - 30% on minimum Basic Pay Scale ● PVBA/Bonus as per PMS ● Other perks and benefits will be as per the Service Rule of the Company ● Preference shall be given to those with experience in the relevant field and remuneration shall be fixed accordingly.
Type of employment	Regular
Report to	Head, Maintenance Division
Work Station	PCAL Corporate Office, Gomtu
Role and Responsibilities	<ul style="list-style-type: none"> ● Oversee the day to day functions of assigned areas ● Daily job allocation including manpower engagement in daily maintenance, breakdown & emergency works of assigned function ● Raise Purchase Requisition for all spares & Stores items in concerned function ● Site supervision of daily allocated maintenance works, breakdown jobs & emergency works ● Planning of maintenance works as per schedule ● Carry out timely schedule maintenance of concerned machineries/equipments in the function/areas ● Conduct regular inspection of critical equipments in the assigned areas ● Monitoring & recording of operational data ● Maintain documents of breakdown, emergency and other related works ● Ensure safety of man & machines in the functions ● Prepare inspection report and submit to the concerned head

**CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)
DZONGKHAG: SAMTSE, BHUTAN**

EPABX: 00975-5-371013/14/34, FAX: 00975-5-371015/70; Post Box No. 79

Phuentsholing Depot Tel: 00975-5-252885, Fax: 00975-5-252258; Gelephu Depot Tel: 00975-6-251605, Fax: 00975-6-251621;

Samdrup Jongkhar Depot Tel: 00975-7-251790, Fax: 00975-7-251791

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| | <ul style="list-style-type: none">● Prepare report of Plant Availability and circulate to the concerned● Help to prepare maintenance manuals and implement on a monthly basis.● Assist Head-MD in taking up any up-gradation feasibility study & implement |
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Chief Executive Officer

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