



Building for the Future

TOR for Mechanical Fitter

Job Position/Title	Mechanical Fitter
Function	Maintenance Division
Reporting Authority	Supervisor/Division Head
Job Description	<p>Key Responsibilities and Duties</p> <p>Installation & Assembly: Assemble machinery and equipment from technical drawings, blueprints, and schematics prior to installation. Install and align new mechanical systems, including pumps, conveyors, gearboxes, valves, and piping assemblies. Perform precision fitting and alignment of components using tools like micrometers, verniers, dial indicators, and laser alignment tools. Conduct pre-commissioning checks and support the commissioning of new equipment.</p> <p>Maintenance & Repair: Perform planned preventative maintenance (PPM) on mechanical assets according to scheduled work orders. Diagnose and troubleshoot mechanical faults and failures in a timely manner. Dismantle, inspect, repair, and reassemble faulty machinery and parts. Replace defective parts, bearings, seals, gears, and other components. Perform mechanical cutting, welding, grinding, and drilling as required for repairs and modifications (if certified).</p> <p>Inspection & Compliance: Conduct routine inspections of machinery to identify wear and damage and predict potential failures. Complete all work in compliance with company safety policies, procedures, and Lockout-Tagout (LOTO) requirements. Ensure all work is performed to relevant industry standards and quality specifications. Complete equipment checklists and report any non-conformances or recurring issues.</p> <p>Documentation & Reporting: Accurately complete work orders, maintenance logs, and parts requisitions in the computerized maintenance management system (CMMS). Document work performed, including parts used, time taken, and a description of the fault and resolution. Provide feedback to improve preventative maintenance schedules and procedures.</p> <p>Safety & Housekeeping:</p>

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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	<p>Adhere to all Workplace Health and Safety (WHS/OHS) regulations.</p> <p>Identify and report any safety hazards in the work environment.</p> <p>Maintain a clean, tidy, and safe work area, following 5S principles.</p> <p>Use all tools, equipment, and Personal Protective Equipment (PPE) correctly and safely.</p>
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-The Management

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