



Building for the Future

TOR for Technician

Job Position/Title	Technician
Function	Mines & Supply Division
Reporting Authority	Head MSD/Department Head
Job Description	<p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Vehicle Maintenance & Repair <ul style="list-style-type: none"> ○ Perform routine servicing, repair, and troubleshooting of light and heavy vehicles. ○ Diagnose mechanical issues related to engine, transmission, braking, steering, suspension, electrical components, etc. ○ Assist in overhauling engines, gearboxes, and other major assemblies. • Mechanical Equipment Support <ul style="list-style-type: none"> ○ Support maintenance of mechanical tools, workshop machines, compressors, hydraulic systems, and generators. ○ Assist in repairing plant mechanical components as directed (pumps, valves, shafts—if required depending on industry). • Preventive Maintenance <ul style="list-style-type: none"> ○ Carry out periodic preventive maintenance as per schedule. ○ Inspect parts for wear and tear and recommend replacements. ○ Ensure timely servicing and recording of completed work. • Workshop Operations <ul style="list-style-type: none"> ○ Maintain cleanliness and order of the workshop area. ○ Assist in inventory management of spare parts, tools, and consumables. ○ Ensure proper use of workshop tools, lifting equipment, and measuring instruments. • Safety & Compliance <ul style="list-style-type: none"> ○ Follow all safety rules, PPE requirements, and workshop protocols. ○ Report unsafe conditions or equipment failures immediately. ○ Comply with organizational HSE (Health, Safety & Environment) policies. • Documentation & Reporting <ul style="list-style-type: none"> ○ Maintain service logs, repair records, and job cards. ○ Record spare parts usage and report material requirements to the supervisor. ○ Support monthly workshop performance reporting. • Field Support <ul style="list-style-type: none"> ○ Attend breakdowns inside and outside the premises when required. ○ Provide on-site mechanical assistance during emergencies or equipment failures. • Technical Skills <ul style="list-style-type: none"> ○ Basic knowledge of mechanical systems, engines, hydraulics, and electrical components. ○ Ability to use diagnostic tools and mechanical instruments. ○ Skills in welding, machining, or fabrication (added advantage). ○ Understanding of preventive maintenance schedules.

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

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

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	<ul style="list-style-type: none">• Other Duties<ul style="list-style-type: none">○ Assist during major overhauls, shutdowns, or special maintenance activities.○ Carry out tasks assigned by the Mechanical Supervisor or Maintenance Engineer.○ Perform any other tasks assigned by the Head/HoD/CEO.
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-The Management

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