



## Building for the Future

### TOR for Helper

Job Position/Title	Helper
Function	Mechanical Engineering Unit
Reporting Authority	Lead MEU/Department Head
Job Description	<p><b>Key Responsibilities and Duties</b></p> <ul style="list-style-type: none"> <li>• Maintenance &amp; Repair Assistance <ul style="list-style-type: none"> <li>○ Assist mechanical technicians in repairing, overhauling, and assembling mechanical components and machinery.</li> <li>○ Hold, fetch, and prepare tools, materials, and parts needed for mechanical jobs.</li> <li>○ Support lubrication, cleaning, and conditioning of machines as directed.</li> <li>○ Assist in dismantling and installation of mechanical equipment.</li> <li>○ Perform basic tasks such as tightening bolts, removing debris, cleaning filters, etc.</li> <li>○ Assist in preventive and breakdown maintenance activities.</li> </ul> </li> <li>• Workshop &amp; Plant Support <ul style="list-style-type: none"> <li>○ Maintain cleanliness of workshop tools, equipment, and work areas.</li> <li>○ Assist in carrying, shifting, and loading/unloading mechanical equipment and spares.</li> <li>○ Support the preparation of materials for welding, grinding, cutting, and fabrication.</li> <li>○ Help maintain inventory of tools and report any damage or missing items.</li> </ul> </li> <li>• Safety &amp; Compliance <ul style="list-style-type: none"> <li>○ Follow all mechanical department safety procedures and PPE requirements.</li> <li>○ Assist in placing barricades, warning signs, and ensuring safe worksite conditions.</li> <li>○ Report unsafe conditions, hazards, or malfunctioning equipment to supervisors.</li> <li>○ Ensure proper housekeeping after completion of work.</li> </ul> </li> <li>• Documentation &amp; Coordination <ul style="list-style-type: none"> <li>○ Maintain basic records of tools issued/returned (if assigned).</li> <li>○ Assist in completing checklists under supervision.</li> <li>○ Support smooth coordination between different maintenance teams when required.</li> <li>○ Perform any other tasks assigned by the Head/HoD/CEO.</li> </ul> </li> </ul>

-The Management

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