

JOB DESCRIPTION

Name :
Appointment date :

Post /Title : Senior Plant Operator
Category : II
Level : 5
Duration : Permanent Post
Duty Station : SCECO Power House., Salleri, Solukhumbu, Nepal.
Accountability : OP is accountable to as per the hierarchical order mentioned in The “SCECO Service Rules”.

Duties and responsibilities:

1. OPERATION / MAINTENANCE:

- Assist the TO in day-to-day plant and grid (transmission and distribution) operation / maintenance as per instructions from the TO.
- Follow the work schedule the “Weekly Plan of Action”. Report to the TO if there is any technical or other problem to accomplish the mentioned task in time.
- Assist the TO in store keeping, monitor consumption of consumable and make draft (sketches) of broken or replacement part.
- Suggest the TO if there is any possibility to improve the grid reliability.
- Report to the TO if there is any change in the distribution system.

2. OTHERS

- OP reports directly to the Technical Officer (TO) of the Company.
- Maintain and take care of the personal tool kit and the tool in the workshop as well.
- Operate the power plant and maintain the daily log sheet at the power house.
- Always seek help from the TO if you are confused at your work or do not know the assigned work procedure. Handle the tools and machine carefully.
- Know the “SCECO Connection Policy” by heart.
- Give customer services promptly and as per requirement and advise the technical solutions if a customer requests for.
- Inspect and maintain the petrol driven engines.
- Keep the power house and its compound clean.
- Maintain daily diary regarding day to day work.
- Follow the walkie-talkie radio communication regulations.

Meetings:

- Attend regularly the fortnight technical staff meeting.

Changes / Modification

With the mutual consent this job description can be amended at any time. Major amendments have to be done in writing.

Hierarchical position and subordination as per “Service Rules SCECO” and its organisation chart.

Approved by the Board of Directors on: _____

Acknowledgment:

Senior Operator SCECO _____ Date: _____

General Manager SCECO: _____ Date: _____

TOR updated on: