

TOR for Asst. Officer – GSE

- Ensure Serviceability of all GSEs. Ensure that all the equipments are not only functional but presentable as well.
- To liaise with store to ensure sufficient fuel stock.
- Maintain a proper record of Oxygen and Nitrogen utilization and intimate stores on a weekly basis.
- Prepare staff duty roaster to ensure sufficient staff is available to meet the work requirement.
- Give directives and instructions to GSE Mechanics and Electricians on daily basis concerning their work for the day.
- Ensure that all GSE work cards are executed as per the due list issued by the Tech Services.
- Ensure fair distribution of job cards.
- Ensure that necessary tools and spares are available to do the work.
- Ensure that work cards are completed properly and hand over to TSA for validation.
- Collect and review the completed job cards. Hand over the completed job cards to Technical Services.
- Liaise with vendors to find out solutions to technical problems.
- Ensure minor repairs to hanger lighting system are carried out.
- Inform Maintenance Manager (MM) of any discrepancies or problems. Assist MM in finding a meaningful solution.
- Maintain a log book for recording defects and rectifications carried out.
- Raise PO and RO with proper justification and submit to MM for evaluation and for his recommendation.
- Maintain Office decorum and discipline in unit.