

Council for Technical Education and Vocational Training

School of Health Science

Bharatpur-10, Chitwan, Nepal

Human Resource Development Unit

Job Description

Position: Maintenance Asst.

Level: Asst.

Department:

1. Regularly inspects office premises and non-IT related facilities and determine the repairs/maintenance works needed to be done.
2. Submits report and recommendation on the repair/maintenance works needed
3. Perform preventive maintenance related repairs on office premises (civil works, electrical, plumbing, mechanical, etc).
4. Perform preventive maintenance and minor trouble shooting works on non-IT related facilities e.g., generators, water pumps, heaters, air conditioning units, etc. Recommend to Maintenance Head and Procurement/Logistics Officer for major maintenance/repair works needed to be done of non-IT related assets.
5. Coordinate with Storekeeper to ensure availability of fuel for all generators and to monitor the fuel consumption of the units.
6. Coordinate with Storekeeper in preparing purchase requests for maintenance spare parts and consumables. Prepare and submit utilization report to the Storekeeper.
7. Perform other duties within the incumbent's capabilities as assigned by Storekeeper.

कार्य विवरण बुझ्ने

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