



## **NATIONAL TRANSPORT CORPORATION**

### **SCHEME OF SERVICE**

1. **POST:** **CHARGEHAND**
2. **SALARY:** Starting Rs 16,095.00 monthly with yearly increments to a maximum of Rs 17,670.00 monthly, plus salary compensation and additional remuneration.
3. **CONDITIONS OF WORK:** Governed by NRB Regulations.
4. **QUALIFICATION:** Secondary Education.
5. **EXPERIENCE:** At least 2 years at Supervisory level in cleaning and security services.
6. **DUTIES:** The Chargehand will work on roster/shift basis and will report to the Technical and Mechanical Officer of the regional office. He will:-
  - a) monitor and follow up the scope of works for cleaning and security services so as to ensure that contract provisions are followed;
  - b) report on any discrepancy in the scope of works for cleaning and security services and forward reports as and when required;
  - c) supervise and monitor the work of Fuel Issuers and Cleaners employed by the Corporation.
  - d) regularly liaise with suppliers of fuel, grease and lubricants and take delivery of same and control the issue of fuel and Lubricant;
  - e) maintain fuel register books and up to date records of bus-wise consumption of fuel and lubricant and inform Technical and Mechanical Officer of any high consumption.
  - f) liaise with contractors for the maintenance of any of their equipment at the Corporation and ensure prompt service and maintenance of the equipment of the Contractors;
  - g) arrange for the removal of any waste water, used oil, scrap materials, garbage and any other obsolete materials from NTC premises and to ensure prompt disposal whilst adhering to environment regulations;
  - h) inform the Technical & Mechanical Officer of any in house safety hazards and to suggest remedial measures for implementation.
  - i) perform any other cognate duties.

01.08.23

