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## **Terms of Reference**

**Position:** Junior Engineer

**Terms:** Regular

**Entry position Level:** 9

**Pay Scale & Other Benefits:** 18,955-475-28,455 with 20% HRA. Other benefits as per service rules and regulations.

**Reporting:** Reporting to the Manager, Asset Maintenance Section.

### **Specific Responsibilities:**

1. Receiving the maintenance request and verification of the complains.
2. Prepare the cost estimate for maintenance.
3. Mobilize and carry out repair and maintenance works.
4. Verification and process of payments through ERP.
5. Maintaining physical record in the MB and proper record keeping of the bills and related documents.
6. Regular inspection of the housing units to determine the maintenance requirement and framing of the cost estimate.
7. Supervision of maintenance activities.
8. Maintenance of muster roll.
9. Daily deployment of labour to the sites.
10. Workout the cost estimate and budget for the planned maintenance.
11. Execution of maintenance work through labour contract.
12. Regular inspection of housing colony and recording and reporting of damage and threat/risks to the tenants/public due to such damages/hazards.
13. Inspection of any illegal constriction and other activities in the housing colony.
14. Inspection and maintaining overall cleanliness of the housing colony.
15. Keeping records of the tenants and passing all the necessary information to the tenants on the activities being carried out in the colony.
16. Organize mass cleaning campaign.
17. Any other assignment delegated by the Division.

### **Minimum Qualification:**

- i. **Qualification:** Diploma in Civil Engineering  
(however preference shall be given to candidates with experience in the relevant field)