

TERMS OF REFERENCE- JCB Operator

Position: JCB Operator

Grade: 17

Employment Type: Regular

Duty Station: Board Factory, Darla

Reports To: OGM (Operation)

Job Summary:

The Heavy Machinery / JCB Operator is responsible for operating heavy equipment and machinery safely and efficiently for construction, maintenance, loading, excavation, transportation, and related operational activities. The operator shall ensure proper machine handling, routine inspection, preventive maintenance, and adherence to workplace safety standards.

Key Responsibilities:

Machine Operation

- Operate JCBs, excavators, loaders, dump trucks, rollers, and other heavy machinery safely and efficiently.
- Perform excavation, loading, leveling, lifting, and transportation activities as assigned.
- Ensure proper load balance and safe operational procedures during machine handling.

Inspection and Maintenance

- Conduct daily pre-start and post-operation inspections of machinery.
- Carry out routine lubrication, cleaning, and preventive maintenance of equipment.
- Maintain machine logbooks, fuel records, and maintenance records accurately.
- Report defects, breakdowns, and repair requirements to the supervisor promptly.

Safety and Compliance

- Follow all workplace safety regulations, traffic rules, and operational guidelines.
- Use machinery in accordance with manufacturer recommendations and company procedures.
- Ensure safe working conditions for co-workers and surrounding personnel.
- Wear required personal protective equipment (PPE) during operations.

Other requirements

- BBPL application form indicating clearly the post applied for
- Curriculum Vitae (CV) clearly indicating requirements referred to above
- 2 referrals/recommendation letters from non-family related referees
- Academic transcripts (Class X/VIII if applicable)
- Experience certificate
- Security Clearance Certificate (online)

- Medical Fitness Certificate
- Citizenship Identity Card (CID), and
- No Objection Certificate from the previous employer, if selected only.

Salary & Other benefits

- Grade: 17
- Basic: 9,910.00
- Pay Scale: 9,910 - 245 - 15,790.00
- Fixed Allowance: 20%
- Corporate Allowance: 10%
- Other benefits as per BBPL Internal Service Rules of the company.