



*Airport & Aviation Services (Sri Lanka) (Private) Limited*



**We are looking for highly motivated individuals with right attitudes to fill the following vacancy**

## **POST OF DEPUTY HEAD OF MECHANICAL ENGINEERING**

- 1 Job Scopes** : Responsible to the Head of Mechanical Engineering in managing of vehicles, heavy equipment, Central Air Conditioning System, Internal Plumbing System and other mechanical systems & equipment & accessories relevant to the Airport in maintenance, repairs, servicing and operation and management of relevant staff for smooth functioning of the above job functions and planning and implementing of development projects
- 2 Key Responsibilities** :
- Manage and bear responsibility of operations, repairs and servicing of vehicles, heavy equipment, Central Air Conditioning System, Internal Plumbing System and other Mechanical Engineering Building services relevant to the airports.
  - Manage and bear responsibility of fuel issue records, fuel lubrication stock and issue records.
  - To assist HME to establishment & management of the Mechanical Engineering Division of the organization to achieve cooperate vision, mission, & objectives
  - Preparation of Records for the Annual maintenance Cost of vehicles & heavy equipment and provide recommendation for the disposal of uneconomical vehicles & heavy equipment
  - Taking Independent action in the complex duties, and crises situation in the management of services and staff at various level. Participation in emergency planning and actual involvement in handling the situation
  - Mange of all administrative matters arising in the Transport Engineering Section / General Engineering Section
  - Make decision necessary for the smooth functioning of the Section within the authority delegated by the Head of the Division (Mechanical)

- Conducting Preliminary disciplinary inquiries as per the Organizational rules & regulations
- Represent the Mechanical Engineering Division at Meeting where necessary.
- Represent the Mechanical Engineering Division at interviews for selection of personnel.
- Serve on committees appointed or specific functions by the higher management.
- T attend to all administrative functions in relation to the staff of the Mechanical Engineering Division
- Participation in Boards of Survey
- Participation in Cabinet approved Tender Boards
- Implementation of safety regulations
- Participate in the Development Projects pertaining to the Division
- Carryout Design of Building Services Engineering (Mechanical) Systems, preparation of BOQ Documents / Drawings for the Projects
- Make decision necessary for the smooth functioning of the division within the authority delegated the Head of the Division (Mechanical).
- Provide any assistance and guidance necessary to the Maintenance Division Ratmalana (RMA), MRIA and BDA in performing their duties.
- Perform any other duty entrusted by the Head of Mechanical Engineering for the smooth and easy operation of the Division

### **3 Qualifications**

: Should possess 4 years full time BSc. Degree in Mechanical Engineering from a University recognized by University Grant Commission (UGC)

**AND**

Should possess Membership at the level of Member (M) of Institution of Engineers Sri Lanka (IESL).

**AND**

Should possess Registration as a Chartered Engineer (CEng) of Engineering Council Sri Lanka (ECSL)

**AND**

Should possess minimum of ten (10) years post qualifying experience in the relevant field in reputed organization out of which five (05) years should be in a Managerial level post

**4 Age** : The age limit should be below 50 years on the closing date for applications.

**5 Method of Selection** : By an Interview

**General**

**Salary: The remuneration package offered for the above post will be attractive. In addition the selectees will receive attractive fringe benefits.**

The selected candidate will have to perform duties at any Airport in any part of the Island as and when necessary.

If you are interested and possess the relevant qualifications and experience please send in your resume prepared according to the specimen application given in our Website with copies of the relevant certificates to the following address on or before **October 04, 2023 only by Registered Post or Courier Service**. Please indicate the post applied for on the Top Left Hand Corner of the Envelope.

**Please note that the applications without copies of the relevant certificates and/or forwarded in other modes and/or not in accordance with the specimen given on our Website will be rejected.**

Please note that only qualified candidates will be notified at all stages of the selection process.

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**CHAIRMAN  
AIRPORT & AVIATION SERVICES (SRI LANKA) (PRIVATE) LIMITED  
BANDARANAIKE INTERNATIONAL AIRPORT  
KATUNAYAKE**

**20/09/2023**