

## **TERMS OF REFERENCE (ToR)**

### Recruitment of Two (02) Mechanical Engineers

1. Mechanical Engineer – RDA Asphalt Plant, Polonnaruwa
2. Mechanical Engineer – Asphalt, Crusher and Decanting Plant, Sooriyawewa

#### 1. Background

The Plant Operation & Production Management Unit under the Mechanical Division of Road Development Authority intends to recruit Two (02) Mechanical Engineers to oversee the operation, maintenance and management of Asphalt Plant and Plant Complex located in Dimbulagala, Polonnaruwa and Sooriyawewa, Hambantota respectively.

Primary purpose of these facilities are asphalt production and material processing required for the construction and maintenance of National Road Network in North Central and Southern Provinces. These facilities include asphalt plants, aggregate crushing plants, and bitumen decanting plants and supporting equipment and machinery.

Mechanical Engineer shall responsible for the overall operation and management of plant facility including human resources and needs to manage in efficient and cost effective method to fulfil the material and finished goods requirement of the area.

#### 2. Objectives

The key objectives of the assignment are to:

- Ensure effective and efficient operation of asphalt, crusher, and decanting plants
- Achieve cost minimization through optimized resource utilization
- Implement efficient labour management strategies
- Introduce and maintain fuel-efficient production techniques
- Ensure availability and reliability of machinery and equipment

#### 3. Scope of Work

The Mechanical Engineers will be responsible for the overall operational and maintenance management of plant facilities and associated assets.

##### 3.1 Plant Operations Management

- Oversee daily operations of Asphalt plants, Crushing plant and Bitumen decanting Plant
- Ensure uninterrupted production aligned with project requirements
- Monitor operational parameters and make strategic decisions for optimum and efficient operation (temperature, fuel usage, weather condition etc...)
- Authorization of Quality Control Reports of Raw materials and Finished Goods
- Authorization of stock reports, sales invoices and reports

##### 3.2 Maintenance Management

- Plan and implement preventive and corrective maintenance programs
- Manage maintenance of Heavy machinery (Generators, Wheeled Loaders, Excavators etc.), Light and heavy vehicles and Bitumen transport bowsers
- Minimize downtime and improve equipment lifecycle
- Maintain necessary stocks of spare parts and lubricants

### 3.3 Vehicle & Equipment Management

- Maintain and monitor utilization of Passenger vehicles, heavy machinery and equipment
- Ensure proper scheduling, servicing, and availability of all assets

### 3.4 Human Resource Management

- Supervise and manage Technical staff (operators, technicians), Non-technical staff (Officers, support personnel, helpers)
- Allocate manpower efficiently to meet production targets
- Ensure discipline, safety, and productivity

### 3.5 Supply Chain Management & Coordination

- Manage demand and supply of Raw materials (aggregates, bitumen, fuel) and maintain sufficient buffer stocks for uninterrupted operation of plant
- Procurement of Spare parts and consumables
- Coordinate closely with the Plant Operation and Production Management Unit (Head Office) for ensure timely procurement and inventory control

### 3.6 Cost Control & Optimization

- Monitor and control Fuel consumption
- Reduce Maintenance and Operational expenses

### 3.7 Process Improvement & Innovation

- Introduce cost effective fuel alternatives and advanced fuel usage measurement techniques
- Optimize burner performance and heat transfer efficiency
- Investigate possibilities for introducing material recycling techniques
- Improvement of security and surveillance of premises by technology advancements

### 3.8 Safety & Compliance

- Ensure adherence to Occupational health and safety standards
- Comply with Environmental regulations (emissions, dust control) and obtain necessary licenses

### 3.9 Reporting & Documentation

Prepare and submit

- Maintenance and breakdown reports
- Fuel consumption and cost analysis reports
- Maintain proper documentation of all plant activities

## 4. Duty Stations

### 4.1. Asphalt Plant – Polonnaruwa

### 4.2 Plant Premises – Sooriyawewa

## 5. Duration

Initial contract period: 01 year (extendable based on performance)

## 6. Reporting Structure

Mechanical Engineer will report to the Chief Engineer – Mechanical (Plant Operation & Production Management).

Mechanical Engineer shall coordinate with Executive Engineers of RDA, Project Engineers and Outside organizations, if and as necessary

## 7. Qualifications & Experience

B.Sc. Engineering (Mechanical) Degree which is recognized by the U.G.C

And

A minimum of Three (03) year post qualifying experience in Asphalt plants / crusher plants / industrial operations, Maintenance of heavy machinery and vehicle fleets in the post after obtaining the first degree

With

Associate Membership of the Institution of Engineers, Sri Lanka (IESL) and registration of Engineering Council, Sri Lanka (ECSL) as an Associated Engineer

## 8. Key Competencies

- Leadership and team management
- Strong analytical and problem-solving skills
- Cost-conscious decision-making ability
- Effective communication and coordination skills
- Ability to work under demanding site conditions

## 9. Age Limit

Should not be less than 25 years and not more than 45 years

## 10. Remuneration and Other Benefits

- Salary – Negotiable in complying with the government salary scales in Managerial Category
- Payment Schedule – Monthly
- Minimum Attendance Requirement -

A minimum of 20 days per month or the total working days of the RDA for that month, whichever is lower.

- Salary deduction -

A pro-rata deduction of 1/20th of the monthly fee for each day of absence below the minimum requirement.

Transport – RDA will provide transport facility within government stipulated limits

## 11. Selection Criteria

Selection will be done based on qualifications and experience of applicants and cost of the assignment. For the evaluation of qualifications and experience, structured interview will be conducted by a panel appointed by RDA.