

KERALA STATE ROAD TRANSPORT CORPORATION

Abstract

Duties and Responsibilities of Asst. Works Managers [Maintenance] – Orders issued –

GENERAL SECTION, Transport Bhavan

Thiruvananthapuram,

No.5937/GL2/96/RTC.

Tuesday, 21st September, 2010.

ORDER

The Duties and Responsibilities of Asst. Works Manager [Maintenance] are furnished below:

1. Asst. Works Manager [M] form the link to co-ordinate the maintenance and operation wings in the respective jurisdictions for the effective service operation.
2. Inspect the depots to study the working of the maintenance system in force, advice, guide and control the staff.
3. Concentrate their special attention to correct slackness or inefficiency on part of the mechanical staff.
4. Verify all the maintenance records and vehicle records to see that those are kept up regularly and up-to-date.
5. The vehicle log sheets should be super checked with the nature of works carried out in respect of each reported complaint and the correctness of handling.
6. Super check the breakdown analysis and corrective or disciplinary action taken.
7. Make the Depot Engineer / Asst. Depot Engineer of the depots to discharge their functions relating to all the mechanical aspects like:
 - Daily maintenance
 - Weekly maintenance
 - Monthly maintenance
 - Fuel maintenance & Tyre maintenance
 - Fitness testing
 - Attending breakdown and accidents promptly
 - Controlling material consumption and the quality of works
 - Keeping of all the records and registers
 - Collecting and despatching of old units and parts to the workshop and despatching of buses to Workshops and Depots
 - Distributing and allocating work
 - Maintaining the vehicles in sound mechanical condition
 - Analyzing the vehicle position and intimating off-road or accidents etc. to the concerned authority in time
 - Analyzing the breakdowns and failures and recommending suitable remedies.
 - Maintaining of discipline
 - The AWM [M] will be directly responsible to see that all the above functions will be carried out correctly.

8. Investigate into the pros and cons of all reported cases of accidents, damages, failures etc. to vehicles, plants, machinery and materials and make detailed reports on them with specific recommendations.
9. If a worker is found to be below standard, the AWM should in the first place arrange to put him temporarily under an experience hand or batch leaders and get him trained up through suitable internal adjustments made for this purpose.
10. Arrange to see that parts and units collected and despatched for re-conditioning to workshops with special reports, if necessary.
11. Should re-arrange to see that the required number of vehicles for the daily operation of the normal schedules are available to avoid cancellation.
12. Ensure that the 10% spare buses allotted to each depot under their jurisdiction is kept substantially constant and plan for docking and maintenance, without causing under disturbances to the services or to the withdrawals to workshop.
13. Collect informations about the change in the design, construction and maintenance of vehicles and such changes should brought to the information, knowledge and action of all the concerned, with proper guidance and instructions.
14. Ensure that all the servicing repair and maintenance are carried out in correct manner and see that no buses long detained for want of units or repair keep good liaison with workshop.
15. Separate list of vehicles should be drawn up sufficiently in advance every month after inspecting each depot with reference to their condition, maintenance due. The works arranged to be carried out accordingly and checked up during the next visit to the correctness of the programme. Any deviation for the programmes should be got explained and proper action taken. Any laxity or inaction, if noticed, should be immediately reported to the Executive Director [M&W].
16. Conduct regular test checks and surprise inspections of the night shifts in the depots and improve the quality of work. The details of night inspections conducted should invariably be included in the monthly performance report as a regular feature.
17. Arrange to keep all the plants and machinery in good condition. Defects and deficiencies should be arranged to be made good. The position should be reported to Executive Director [M&W].
18. Scrutinise stocks of depots. No stocks should be allowed to be held up unnecessarily in any depots. Items in stock which may not be immediately needed by a depot should be arranged to be drawn and utilized by other

19. Super check the work register and indents to see that the consumption of materials and stores are in proper way. The parts changed or recommended to be changed should be re-examined. Insist to maintain a parts replacement register and this register should be verified periodically and report to Executive Director [M&W].
20. The garage floor premises should be arranged to be kept clean. The scrap materials accumulating in the various depots, should be arranged to be sent to workshops.
21. Exercise control over the issue and use of tools, lubricants and materials of all kinds and local purchase of materials.
22. Check the driving habits of the drivers, advise and correct and scientific handling immediately.
23. Exercise control over the manpower utilization and implementation of standing orders and circular instructions.
24. AWM [M] should inspect all depots under his jurisdiction at least once in a month promptly, and submit the inspection report to the concerned.
25. Watch and report the performance of the machines/vehicles/accessories etc. newly introduced or proposed for trial.
26. Other additional functions or responsibilities as directed by the Corporation from time to time.

All Asst. Works Managers [Maintenance] will be under the direct control and supervision of Mechanical Engineer, Chief Office.

All Asst. Works Managers [Maintenance] are directed to comply the above directions scrupulously.

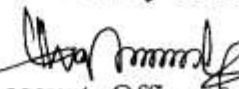
Sd/-
Managing Director

To
All Asst. Works Manager [Maintenance].

Copy communicated to:-

1. All Unit Officers ; (2) All Officers and Sections in Chief Office,
3. File/Stock File.

Forwarded/By Order


Dy. Chief Accounts Officer & Secretary

