



Internal Vacancy Announcement

Support Services Division is pleased to announce the post of Substation Head, Semtokha under TOMS, Semtokha, TOMD, TD.

Under the directives of the Manager of the Transmission Operation & Maintenance Section, Semtokha, the Head shall be responsible for the following:

A. Duties and Responsibilities:

I. Administrative Responsibilities

1. Prepare and implement shift duty roster for the substation employees.
2. Maintain and verify employee benefits and claims.
3. Prepare and submit the annual budget requirement of the substation and its employees to the section office.
4. Ensure proper usage and settlement of allocated budget and expenses. Strive to reduce overtime expenses for shift duty staff.
5. Regulate the movement and maintenance of vehicles allotted to the substation as per the BPC Fleet Management Policy- 2019.
6. Operate and maintain guest houses and their revenue/expense accounts as per directives, wherever applicable.
7. Maintain cleanliness of substation, staff quarters, and surrounding areas.

II. Operational Responsibilities

1. Take the JEMR of the substation at 12:30 hours on the first day of the month as per the standard format and submit it to TOMD, HO on the same day.
2. Ensure submission of daily reports to BPSO, TOMD, DoE, etc., and upload to PDMS.
3. Prepare, maintain, and submit monthly reports to the section office on the 2nd day of the month for compilation and onward submission to TOMD, HO on or before the 5th day of the month.
4. Identify abnormal substation equipment operating parameters and prepare a maintenance plan in coordination with TOMU.
5. Ensure proper implementation of SOP for a work permit.
6. Ensure the safety of self, operators, and other personnel in the substation at all times.
7. Update and maintain the health card of transformers and other major equipment as required.
8. Update tripping details in the online monitoring system. Analyze the root cause of such tripping and propose rectification to TCC/TOMU to minimize outages from the substation end.
9. Download the disturbance recordings from the relays and submit the tripping report to the section office, TCC, and BPSO within 24 hours or earlier after the tripping has occurred.
10. Coordinate with generating plants, ESDs/ESSDs, customers, etc. for any

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