

PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities	Key Performance Indicators
Project Planning	<ul style="list-style-type: none"> ▪ Project Management & Execution of total Project from Grassroots. ▪ Evaluating feasibility study for the entire setup. ▪ Preparation and review of plan & evaluation of drawing for submission to Government authorities. ▪ Work closely with the HOD to ensure that all stake holders are appropriately communicated about project budgets and timelines. 	% compliance with the Documentation.
Design & Development	<ul style="list-style-type: none"> ▪ Develop equipment analysis, histories, etc. and ensure the provision of proper records of all works done according to standard engineering / company practice requirements. ▪ Responsible for designing, developing, installing, managing and/or maintaining equipment which is used to monitor and control engineering systems, machinery and processes. ▪ Designs electrical systems for plant expansions, including the development of field and control room electrical specifications. ▪ Designs and implements online analyzers by determining the plant requirements, developing specifications, installing the analyzers, and evaluating the impact. 	<ul style="list-style-type: none"> ▪ Establish Zero error implementation of Electrical
Overall Electrical Process Management	<ul style="list-style-type: none"> ▪ To carry-out Failure Analysis for Electrical & systems failures and To bring effectiveness in the maintenance by suggest / implement remedial actions. ▪ To eliminate repetitive failures through case study & root-cause analysis & reliability improvement plan. ▪ High level of understanding of technical knowledge of plant equipments and processes, standard maintenance practices of chemical plant, latest development of equipment & technology in order to maintain sound health of Plant & Machinery through the concept of continuous improvement. ▪ To provide support to the field area Electrical Technicians together with contractors, vendors and other staff in order to support electrical system maintenance functions in their respective area in the complex. ▪ Review all control system spares, works on optimization and consolidations of all systems, spares and provide technical support to the field electrical staff to implement the same. ▪ Study and plan a preventive maintenance schedule and prepare a detail procedure as per vendor recommendations, prepare a strategy and procedure to schedule maintenance during plant shut down on the systems. ▪ Carryout troubleshooting, monitor equipments performance; contributes to the design and review of modifications proposals to utilize unexplored capabilities of the system. ▪ Reviews all materials, manpower and contract labors to ensure day-to-day maintenance, preventative maintenance and turnaround works are carried out to minimize unit down time. ▪ To provide engineering details, validation and ensure execution of electrical system in up-coming projects. 	<ul style="list-style-type: none"> ▪ Zero breakdown on account of electrical failure or process control failure
Plants Electrical Maintenance	<ul style="list-style-type: none"> ▪ Ensure PM schedule being followed to achieve Zero Break Down. ▪ Identifying areas of obstruction/breakdowns and taking steps to rectify the equipments through application of trouble shooting techniques. ▪ To run the respective plants / sections with maximum efficiency with zero breakdown without affecting the production. ▪ Resourceful at planning & scheduling of preventive, proactive and corrective maintenance schedule for enhancing systems in line with annual maintenance budgets. 	<ul style="list-style-type: none"> ▪ Zero Breakdown

	<ul style="list-style-type: none"> ▪ Provides technical direction to subordinates on fault finding diagnoses and repairs. ▪ Establishes maintenance scope of work, material specifications, engineering standards and completion time schedule. ▪ Investigates chronic maintenance problems by reviewing and analyzing reliable plant and equipment historical data. Recommends appropriate solution to prevent recurrence. ▪ Preparing SOPs, manuals & work instructions for operations for the unit and maintaining reports for facilitating decision making by the management. 	
Inventory Management	<ul style="list-style-type: none"> ▪ Functional expertise in managing production, operations with key focus on top line profitability by ensuring optimal utilization of resources and sustained desire for zero wastages and leakages. ▪ Ensures availability of adequate manpower, materials, spares, tools and test equipment guided by standard procedures. 	<ul style="list-style-type: none"> ▪ Achieve “Zero Defects”.
Cost & Quality Control	<ul style="list-style-type: none"> ▪ Skilful in enhancing systems to bring greater cost efficiency levels & energy/ power reductions. ▪ Identifying areas of quality failures and taking steps to rectify the system wide preventive and corrective actions to avoid the reoccurrences. ▪ Practicing quality standards with key emphasis on improving quality and improvement opportunities. ▪ Inspection of work progress/completed work through site visits and/or review of work records to ensure proper and timely execution. ▪ Keeps abreast of technological development in the field of electrical maintenance engineering in the industry. ▪ Initiate Management of Change for any modifications to improve the performance of Equipment and system when required. ▪ Guiding in controlling, Maintaining and updating all relevant Manuals, Drawings, Specifications, Catalogue, Standards etc. and documenting work history, PSM records, ISO records. ▪ 	<ul style="list-style-type: none"> ▪ Enhance Quality Standards with “Zero Defects” ▪ Reduce Inventory Cost.
Safety & Compliance Management	<ul style="list-style-type: none"> ▪ To ensure compliance of safe working methods/practices & use of safety equipment. ▪ Improve safety awareness level of all the staff through training. ▪ To ensure operation of all pollution control equipment to meet statutory norms and to ensure accident free operation. 	<ul style="list-style-type: none"> ▪ 100% Compliance

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