|  |
| --- |
| **JOB NARRATIVE**   1. Job Purpose and Roles and Responsibilities of the Job 2. Organisation Structure, Outcomes/Value Add, Financials & Work Relations |

|  |  |
| --- | --- |
| **Basic Details** | |
| Job Title | Engineer-Instrumentation |
| Job Grade/ Level |  |
| Function | Instrumentation |
| Business Sector | E31 – Industrial Chemicals |
| Location | Taloja |
| Occupied/ Vacant | - |
| Name of the Job Holder (Current, if occupied) | - |
| Date (Last updated) | - |
| Approved by |  |

|  |
| --- |
| **Organisation Structure**  (where does the position stands in the organisation structure of the Business) |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | |  | |  | |  | | **Section Head - Instru & CS** | | | | |  |  | |  | |  | |  | | |  |  | |  | |  | |  | | |  |  | |  | |  | |  | |  | |  | | |  |  | |  | | **2** | |  | |  | | **2** | | |  |  | | **Instru Maintenance - Ammonia** | | | |  | | **Instru Maintenance O&U/WS** | | | | |  |  | |  | | |  |  | |  | |  | |  | |  | |  | | |  |  | |  | | **2** | |  | |  | | **2** | | |  |  | | **Jr. Engineer/ Technician** | | | |  | | **Jr. Engineer/ Technician** | | | | |  |  | |  | | |  |  | | |  | |  | |  | |  | | |  | |  | | |  | |  | | |  | |  | | |  | |  | | |

|  |
| --- |
| **Job Purpose:**   * Summarizes the main points of the job description which may include key responsibilities, functions, and duties * Job Purpose is the prime objective for which the Job holder is responsible for. It is directly controlled by the Job holder * Should contain 1 - 3 key points |
| * To Plan and execute the daily Instrument Maintenance activities pertaining to group --- plants for ensuring the Instrument Reliability, Availability and Accuracy to meet production plans and schedules, in a timely manner within the stipulated Budget and confirming to legal and EHS stipulations. |

|  |  |
| --- | --- |
| **Key Accountabilities & Outcomes** | |
| **Key Accountability**   * Main areas of accountability / key goals of the Job. * Should contain five to Seven Key Accountabilities. * Can be derived through Balanced Score Card Perspectives (Financial, Customer, Internal Process & Learning and Growth) | **Major Activities/ Tasks**   * The tasks under Key Responsibility that the Job holder is suppose to perform to achieve the business goals |
| * Planning and strategy. | * Assistance in Planning of Predictive, Preventive and Routine maintenance * Assistance in Planning of Shutdown Maintenance * Planning of resources for the day to day activities. * Assistance in planning of annual Budget |
| * Department operations/ functions | * Execution of maintenance jobs on a daily basis and allocate resources for smooth completion * Daily rounds to plants for health monitoring of the systems/instruments and taking corrective actions as and when required * Assistance in troubleshooting of jobs * Execution of AMCs activities as per schedule * Checking and Ensuring of spares and status of reordering * Executing preventive maintenance schedules in time * Execution of failure analysis recommendation's to avoid recurrence * Inspection of materials * Ensuring availability of man power * Preparation and Implementation of SOP * Follow up activities for spares availability with internal/external customer * Identify obsolete items * Executing the planned improvements as per schedule * Responding to plant problems 24x7 days * Preparation of Job completion report * Preparation and sending monthly services bill completion/pending status to finance dept. * Making optimum utilization of the resources, for continual enhancement of the Productivity |
| * Compliance to systems and EHS | * Monitoring of safety interlocks and ensuring there healthy. * To assess the hazards associated with the job(IER/HIRA) and take appropriate actions to eliminate or minimize the effects * To ensure the persons working under him wears the proper PPE. * To identify any existing unsafe condition and take corrective actions immediately * Ensuring the Instruments, workplace clean and safe * Reporting of near miss accidents * Completing the tasks assigned to achieve and improve IMS Maturity/any EHS related initiatives * Completion of all types of notifications, orders * Proper Data entry to capture history and records * Generation of PR * Preparation of SES. * To lead the team in continual improvements into IMS; working within IMS domain only |
| * Team Working &Training and Development. | * On the job training of sub-ordinates * De-briefing of job instructions * Holding informal discussions on plant instrumentation related technical issues * Informal discussions on EHS issues * Periodic refresher training on EHS. |

|  |  |
| --- | --- |
| **Work Relations ( Internal and External)** | |
| **Internal Relations**   * Main interface of the Job Holder(Working relationships with Key stakeholders/ internal customers * Other Job Holders that the Job holder have may to liaise, report or coordinate with | **External Relations**   * Main interface of the Job Holder(Working relationships with Key stakeholders/ external customers |
| * Group- head and in his absence to Unit Head. * IPA Plant head, Shift in Charge Panel manager, field operators, site Shift Manager. Laboratory, maintenance departments, other division plants, EHS, HR ,Admin, Security & other related support functions on daily basis | * Customers. * Technical consultants * Vendors & suppliers * Man power suppliers. |

|  |  |
| --- | --- |
| **Key Dimensions** | |
| **Financial Dimensions**   * List the significant numerical data which will reflect the scope and scale of activities concerning this job such as budget, cost, revenue etc. | **People Dimensions**   * Mention the team size ( direct reportees only) the Job Holder would have to manage for the scope of activities concerning to this role |

|  |
| --- |
| **ACHIEVEMENT PROFILE**   * What are the capabilities required by the Job Holder at this position * Specify Knowledge ( technical expertise), experience, skills, behavioural competencies, personality required * It depicts candidate profile for making hiring decision and helps incumbent profile for competency mapping |

|  |
| --- |
| **Education Qualifications / Background**   * State minimum qualification required by the Job Holder to work effectively on this position |
| * BE/B. Tech/A.M.I.E / IETE Instrumentation/Electronics. With Min.5 - 7 years experience or * Bsc/Diploma (Instrument / Electronics) with minimum 15 years experience. |
| **Relevant and Total Years of Experience**   * Mention years of experience required for the job * Elaborate more of the relevance / type of the job experience required by the role |
| * BE/B.Tech/A.M.I.E/IETE * Minimum 2 years of experience for BE/B.TECH/AMIE/IETE * Minimum 10 years of experience in Inst./ Maint of petrochemical/Fertilizer/Chemical Industry . |
| **Technical/Functional Expertise**   * Stare minimum proficiency required on specific technical or functional skills required for the Job Role |
| * Skills in fault diagnosis and rectification of routine instrument problems in plant. * Technical skills for sound, cost effective and quality repairs /overhauling of instruments in workshop. * Skills to plan instrument jobs systematically with proper job prioritization and job coordination. * Skill's for administration and effective monitoring of Department function. * Training and Development of subordinates. * Job hazards and job safety in his area of work. * Hands on experience of SAP system especially PM module |
| **Behavioural Competencies (List only 3- 5 specific behavioural competencies)**   * State behavioural competencies required to function effectively at this position |
| * Knowledge of plant and instrument safety * Good knowledge in electronic and pneumatic instruments. * Skill/competency to work in SAP system * Cost Consciousness. * Analytical Thinking and problem solving ability. * Communication and inter personal skill |
| **Personality (List only 3- 5 specific personality characteristics)**   * Write personal characteristics/ personality type that is suitable to work at this job level. |
| * Respect * Integrity * Excellence in whatever we do * Well -being of others |