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

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| **Organisation Structure** (where does the position stands in the organisation structure of the Business) |
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|  |  |  |  |  | **Section Head - Instru & CS** |
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|  |  |  | **2** |  |  | **2** |
|  |  | **Instru Maintenance - Ammonia** |  | **Instru Maintenance O&U/WS** |
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|  |  |  | **2** |  |  | **2** |
|  |  | **Jr. Engineer/ Technician** |  | **Jr. Engineer/ Technician** |
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| **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
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| * 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.
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| **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
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| * 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
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| * 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
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| * 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
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| * 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.
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| **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.
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| **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
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| **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
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| **Education Qualifications / Background*** State minimum qualification required by the Job Holder to work effectively on this position
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| * 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.
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| **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
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| * 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 .
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| **Technical/Functional Expertise*** Stare minimum proficiency required on specific technical or functional skills required for the Job Role
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| * 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
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| **Behavioural Competencies (List only 3- 5 specific behavioural competencies)*** State behavioural competencies required to function effectively at this position
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| * 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
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| **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
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