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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  | Panel Officer – Steam & Power Generation |
| Job Grade/ Level |  |
| Function | Steam & Power |
| Business Sector | Manufacturing |
| Location  | Taloja E-31 |
| 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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Panel Officer- SGPGShift In Charge |

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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*
 |
| * To operate DCS/SCADA control panel for Utility Boilers, , GTG/HRSG, STG, units for safe and smooth operation of the plant.
* To control, monitor and optimize the process parameters to achieve the targeted production of steam and power conforming to the product specifications, at highest possible productivity level ensuring adherence to the set norms with respect to safety, health and environment.
* To trouble shoot the plant problems, effectively handle emergencies, safe plant start-ups and shutdowns.
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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*
 |
| * Achieving the budgeted production as per the production plan.
 | * Quickly understand the plant status, review the operating parameters on DCS and shift process analysis.
* Alarm investigation and corrective measure in panel so as to save plant from potential damage
* Timely response in the panel whenever corrective action is required
* Process control in emergencies, upsets
* Ensuring efficient operation by scanning the spot values and trends of critical parameters and laboratory results at intermittent intervals and instruct/guide the field operators on corrective action if needed.
* To carry out independently plant start up, shut down, emergencies handling and trouble shooting in the plant in coordination with the shift in charge and field operators.
* Ensuring the specific consumptions are as per norms by estimating the consumption pattern of Raw materials and utilities and take corrective steps to match the desired consumption norms.
* To carry out effective troubleshooting of the plant operations/equipment’s, quick and accurate decision making to reduce down time and potential hazards & Involvement during shut down for equipment inspection.
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| * Maintain product quality
 | * Keeping a close watch & logging of panel readings on critical operating parameters and plant equipment’s to diagnose problems and potential breakdown symptoms, take corrective actions and check for its recurrence.
* To inform shift In charge about any identified deviation in the process parameters, to find its cause and to take corrective actions in consultation with the shift In Charge to ensure the product Quality as per specifications
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| * EHS And Statutory Compliance
 | * During emergency in the plant to communicate other departments as per the guidelines given in the onsite emergency plan, immediately to take corrective and preventive actions to keep the plant in the safe condition. Also to lead and guide as a Shift in charge in case of his absence during emergency or due to any eventuality.
* To participate in Table top exercises, mock drill, EHS audits, safety committee meetings, trainings and other activities related to safety, environment for the organizations growth as and when informed.
* Following SOP and OCP and any other jobs relevant to the role assigned by the shift in charge or plant in charge.
* Compliance to all statutory standards using live IMS documents.
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| * Strengthen & sustenan TQM and SHEQ systems and practices
 | * Involvement in TQM and SHEQ practices (e.g. Problem solving, 5S, Benchmarking etc.)in the dept. with help of SIC, Plant head
* Comply with all the documents related to TQM and SHEQ Practices.
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| * Self and Subordinate Development on a continual basis
 | * Impart training to new entrants on plant equipment, Critical Parameters & panel operations.
* Knowledge of SAP
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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*
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| * Plant-in-charge and in his absence to Group Head.
* Plant Manager, Shift in Charge, field , NH3 panel operators, s.

Maintenance departments, other division plants & other related support functions on daily basis  | K-1 Utility Control Room |

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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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| * B.Tech/B.E/Diploma in chemical / Mechanical engineering
* Mandatory BOE Certification or First class Boiler Attendant certificate.
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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*
 |
| * BTech/BE with 3-5 Years of experience
* Diploma with 5 - 8 Years’ Experience

as panel operator in a modern Fertilizer/Petrochemical/Refinery/Similar plants in SPGP & Utilities .above operation experience on GTG, STG, Gas fired High pressure Boilers, Gas based Steam Power plant * BOE Certification
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| **Technical/Functional Expertise*** *Stare minimum proficiency required on specific technical or functional skills required for the Job Role*
 |
| * Basic Knowledge of Chemistry and Unit Operations
* Knowledge of working on DCS
* Knowledge of environment, safety and occupational health hazards related to plant operations.
* Good analytical and troubleshooting skill.
* Thorough knowledge of operation of Steam and Power generation units in large chemical process plants
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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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| * Good communication and coordination skills.
* Ability to Work in Teams.
* Highly vigilant and high level of alertness.
* Ability to quickly identify problems/abnormal conditions in the plant and correcting them
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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
* Empathy
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