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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  | Shift Incharge - Ammonia |
| Job Grade/ Level |  |
| Function | Ammonia – Operations / Production |
| Business Sector | Manufacturing  |
| Location  | Taloja E31 |
| Occupied/ Vacant  | - |
| Name of the Job Holder (Current, if occupied) | - |
| Date (Last updated) | - |
| Approved by |  |

Position of the incumbent

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| **Organisation Structure** (where does the position stands in the organisation structure of the Business) |
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|  |  |  | **Section Head - Ammonia** |
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|  |  |  | **Shift Incharge** |
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|  | **20** |  |  | **8** |
| **Field Officers** |  | **Panel Officers** |
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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 operate the plant safely to produce Liquid Ammonia conforming to set specifications with highest possible productivity level and meet the overall set Budget norms complying with EHS & Legal aspects.
* To carryout Ammonia tanker unloading operations safely meeting set targets.

To take quick decisions during emergencies & plant upsets to minimize consequential damage to properties.* To plan, control In-process quality control systems.
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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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| * Plant operations
 | * Deployment of adequate manpower to ensure smooth & safe operation.
* Optimizing the plant parameters to meet the plant efficiencies.
* To plan the maintenance of equipments which will include the safe handing over & taking back without adversely affecting the production target.
* Co-ordination with all other plant shift in charges for utilities, power & other inputs for smooth operation.
* To meet Product dispatch requirements.
* Trouble shooting effectively to reduce potential hazards & downtime.
* Bring in improvement schemes based on the experiences during shift operations.
* Close monitoring of shutdown & start up activities.
* Monitoring of Loss points of Materials handled.
* Ensuring the availability of
* Standby equipments.
* Lab Analysis of samples other than R. Material/ final product.
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| * EHS & statutory compliance
 | * Monitoring of safety interlocks & ensuring they are healthy.
* To assess the hazards associated with jobs (IER & HIRA) and take appropriate actions to eliminate or minimize the effects.
* To ensure the personnel working under him wears proper PPE.
* To identify any existing unsafe condition & take corrective actions immediately.
* Acting as an Incident Controller as per ''On-site Emergency plan''
* Ensure all jobs are carried out as per given SOP/ OCP.
* Ensuring the plant, equipments, work place clean & safe.
* Monitor effluent quality and ensuring no ingress of process effluent to SWD.
* Reporting of Near Miss Accidents.
* Completing the tasks assigned to achieve and improve IMS Maturity/ any EHS related initiatives.
* SAP related activities
* Compliance to all statutory standards using live IMS documents
* Gas distribution
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| * Team Working

Training & Development | * On the job training of subordinates.
* De-briefing of Job Instructions.
* Holding informal discussions on plant related technical /EHS issues and updation of documents.
* Periodic refresher training on SOP.
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| * Process improvement drives.
 | * Carrying out the activities as instructed for any Improvement Drives adopted.
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| * Establishment & sustenance of TQM practices
 | * To carry out TPM initiatives at plant level by involving other team members
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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.
* Ammonia Plant head, Panel manager, field operators, site Shift Manager.
* Laboratory, maintenance departments, other division plants, EHS, HR ,Admin, Security & other related support functions on daily basis as per requirement
 | * GAIL control room for gas updates
* Contract Labours if any
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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 Chemical Engineering
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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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| * Minimum 5 – 8 years’ experience in relevant field.
* With gas-based plant experience
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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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| * Technical knowledge of Petrochemical/Chemicals/ Fertilisers plant operation.
* Analytical skills
* Trouble shooting and problem solving skills
* High level of inter personal skills
* Understanding of business environment
* EHS Norms & it's impact on Business.
* SAP Knowledge
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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 chemical engineering
* Thorough knowledge of operation of continuous chemical process plant
* Knowledge of safety and pollution control norms
* Good interpersonal skills Manpower handling skills
* Good communication skills.
* Team leadership.
* Computer literacy.
* Highly Vigilant and high level of alertness.
* Trouble shooting skills
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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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