***One of India’s leading producers of fertilizers and industrial chemicals,***

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees’ capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

**JOB DESCRIPTION**

***Designation:*** *Manager/Sr. Manager*  ***Function:*** *Electrical*

***Location:*** *K8 Taloja* ***Sector:*** *Manufacturing*

***Purpose of the Job****:* The primary purpose of this role is to achieve smooth functioning & to ensure maximum availability of all electrical installations/equipment adhering to safe & quality maintenance practices/repairs at

minimum cost and quick response to minimize plant downtime

**Overview/ Responsibilities:**

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| ***Key Accountabilities for the position*** |  |
| * Undertake regular & periodic plant rounds in all substations, MCC rooms, switchyards, UPS for checking/ensuring healthy operating conditions, & taking corrective actions wherever required
* Plan & assign all jobs to workmen for job execution and enter data in SAP System after job completion to record equipment history and cost incurred to monitor and control electrical maintenance expenditure.
* Plan, schedule, and arrange necessary spares to carry out execution of P.M./Modification jobs.
* Interact with various depts.like Process/Mechanical /Instruments/Civil/Purchase/Stores/Safety to execute electrical maintenance jobs effectively with respect to cost, quality, and time and with adherence to safety procedures. Interact with staff and identify their training needs.
* Interact with external agencies like AMC/ARC Contractors for jobs related to lifts, A/C Package units, motor rewinding, UPS, etc Also interact with MSEB for routine and statutory jobs.
* Raise Purchase Requisitions for material/service, Prepare service entry sheets for services rendered and get approval of Team Leader.
* Collect data required for various reports like failure analysis, monthly power, maint.reports, annual budget documents, etc for the purpose of report preparation and MIS.
* Identify critical jobs and attend them with minimum response time with decision support from superiors as required for minimization of plant downtime. Ensure quality of job to avoid errors leading to production loss
* Prepare annual budget proposals for spares, manpower requirements, any new modification proposal and get it approved from TeamLeader.
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| ***Educational Qualifications*** | ***Total years of experience*** |
| * BE – Electrical
 |  B.E. (Electrical) with minimum 7-9 years experience |
| ***Technical /Functional Expertise:***  |
| * Skills in fault diagnosis and rectification of routine electrical problems in plant(including JNPT) and

 electrical distribution system.* Technical skills for cost effective and quality repairs/ of electrical equipment and to monitor

 effectiveness of Cathodic Protection System of NG pipeline. * Skills to plan electrical jobs systematically with proper job prioritization and job coordination.
* Interpersonal skills.
* People management skills.
* Competence in working in SAP system.
* Job hazards and job safety in his area of work.
* Supervisory license from PWD.
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