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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 - Electrical  |
| Job Grade/ Level |  |
| Function | Electrical -Maintenance |
| Business Sector | Manufacturing  |
| Location  | Taloja – E31 |
| 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 - Electrical** |  |  |
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|  |  |  | **2** |  |  | **2** |  |  |
|  |  | **Electrical Maintenance - Ammonia** |  | **Electrical Maintenance O&U/WS** |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  | **2** |  |  | **1** |  |  |
|  |  | **Jr. Engineer/ Technician** |  | **Jr. Engineer/ Technician** |  |  |
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|  |  | **4** |  |  |  |  |  | **4** |
| **FTC Approved - Technician** |  |  |  |  | **FTC Approved - 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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| Day to day monitoring and maintenance of electrical systems of the allocated plant as per scheduled PMS / instructions in a timely manner and take / suggest corrective / preventive actions with all EHS and legal compliances to ensure smooth functioning of plants.  |

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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 to perform to achieve the business goals*
 |
| Safety  | * Ensure compliance of company’s and discipline safety standard, identify safety issues, and resolve the same
 |
|  | * Ensure work permit, LOTO system and electrical safety practices are rigorously followed
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| Electrical Operation and Maintenance | * Understand electrical schematic drawings and test results
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|  | * Understand power system, electrical protections and captive power plant (Thermal/Gas Based)
 |
|  | * Participate in Installation and testing quality checks of electrical systems
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|  | * Support in take-over of electrical system, Quality check of as Built Drawings, Test Reports, Protection settings, documentations
 |
|  | * Build document database of electrical system, take over electrical system from project group
 |
|  | * Prepare maintenance plan for equipment, spares, and budget for regular operation of electrical system as well as prepare plan for shutdown maintenance, and make readiness for any breakdowns
 |
| * People : Training and development
 | * Knowledge sharing with technicians and developing them.
* On job and EHS training to technicians and contract employees before job execution.
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| * Systems Knowledge and Adherence.
 | * Notification, Maintenance orders Equipment history in SAP.
* Generation of PR
* Preparation of SES
* Health monitoring of sectional equipments thorough knowledge of EHS , QMS systems
* Work permit system.etc.
* To lead the team in continual improvements into IMS; working within IMS domain only
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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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| Operation: Electrical O&M Coordination, Participation in issue identifications and troubleshooting support.Procurement: Procurement of spares and equipment under online procurement systemsStores: New code generation, Material inspection and acceptance in SAP system.Accounts: Bill verification and certification of servicesQuality : Adequate exposure to work in environment of ISO, TPM and TQM and maintain applicable documentation. | Contractor: Work closely for quality inspections, Schedules, and work completion handovers.Statutory Authority: Familiar with statuary authorities and able to work with them for approvals and maintain documentation as per requirement of statutory authorities.Equipment Vendors: Technical discussion with vendors related to service and spares support. indigenisation of spares by Identification and development of new vendors, |

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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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| Effort to complete electrical scope of work in approved budget.Electrical O&M budget preparation and close monitoring to minimize variance. | Field Staff Strength per group: Staff: 4Ensure to arrange or deliver work specific trainings for group.Ensure to have HSE compliance from team |

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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 E/B. Tech in Electrical 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 years of experience in Electrical maintenance activities of continuous process plants such as those in refinery /petrochemicals /fertilizers /chemical industries
* Working knowledge of equipment installation, testing and commissioning protocols in a refinery /petrochemicals /fertilizers /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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| * Must have adequate exposure to work permit and LOTO system and electrical safety practices in Industrial System Strong Understanding of Electrical equipment’s and controls.
* Familiar with electrical analysis software like ETAP or any other software used in electrical system analysis.
* Fully conversant with Power generation and Synchronising of Power plant
* Knowledge of codes, standards, and practices related to Electrical maintenance and operation systems.
* Knowledge of periodical, predictive maintenance and troubleshooting of HT/LT electrical equipment – Transformers, Switchboards, Motors, UPS, Battery Chargers, VFD, Fire alarm system, cables, SCADA systems.
* Knowledge of line diagrams, scheme diagrams and electrical protections of equipment and system
* Knowledge and experience of monitoring and meeting statutory requirement during operation stage for Electrical equipment.
* Knowledge of work permits and safe work systems in electrical operation and maintenance systems.
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| **Behavioural Competencies *(List only 3- 5 specific behavioural competencies)**** *State behavioural competencies required to function effectively at this position*
 |
| * Ability to effectively work in multidiscipline project team.
* Analytical Thinking and Problem solving
* Coordination skills
* Effective verbal and written communication
* Result Orientation
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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.*
 |
| * Team working and knowledge sharing
* Good Communication skill
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