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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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| **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* |
| |  | | --- | | 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 |
| Electrical Operation and Maintenance | * Understand electrical schematic drawings and test results |
|  | * Understand power system, electrical protections and captive power plant (Thermal/Gas Based) |
|  | * Participate in Installation and testing quality checks of electrical systems |
|  | * 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. |
| * 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* |
| Operation:  Electrical O&M Coordination, Participation in issue identifications and troubleshooting support.  Procurement: Procurement of spares and equipment under online procurement systems  Stores: New code generation, Material inspection and acceptance in SAP system.  Accounts: Bill verification and certification of services  Quality : 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* |
| 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: 4  Ensure 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* |
| * B E/B. Tech in Electrical Engineering |
| **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* |
| |  | | --- | | * 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 | |
| **Technical/Functional Expertise**   * *Stare minimum proficiency required on specific technical or functional skills required for the Job Role* |
| * 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. |
| **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 |
| **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 |