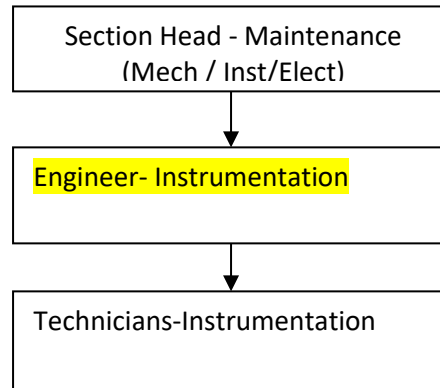


Organisation Structure

(where does the position stands in the organisation structure of the Business)



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 Plan and execute the daily Instrument Maintenance activities pertaining to group --- plants for ensuring the Instrument Reliability, Availability and Accuracy to meet production plans and schedules, in a timely manner within the stipulated Budget and confirming to legal and EHS stipulations.

Key Accountabilities & Outcomes

Key Accountability	Major Activities/ Tasks
<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • The tasks under Key Responsibility that the Job holder is suppose to perform to achieve the business goals



<ul style="list-style-type: none">• Planning and strategy.	<ul style="list-style-type: none">• Assistance in Planning of Predictive, Preventive and Routine maintenance• Assistance in Planning of Shutdown Maintenance• Planning of resources for the day to day activities.• Assistance in planning of annual Budget
<ul style="list-style-type: none">• Department operations/ functions	<ul style="list-style-type: none">• Execution of maintenance jobs on a daily basis and allocate resources for smooth completion• Daily rounds to plants for health monitoring of the systems/instruments and taking corrective actions as and when required• Assistance in troubleshooting of jobs• Execution of AMCs activities as per schedule• Checking and Ensuring of spares and status of reordering• Executing preventive maintenance schedules in time• Execution of failure analysis recommendation's to avoid recurrence• Inspection of materials• Ensuring availability of man power• Preparation and Implementation of SOP• Follow up activities for spares availability with internal/external customer• Identify obsolete items• Executing the planned improvements as per schedule• Responding to plant problems 24x7 days• Preparation of Job completion report• Preparation and sending monthly services bill completion/pending status to finance dept.• Making optimum utilization of the resources, for continual enhancement of the Productivity



<ul style="list-style-type: none"> Compliance to systems and EHS 	<ul style="list-style-type: none"> Monitoring of safety interlocks and ensuring there healthy. To assess the hazards associated with the job(IER/HIRA) and take appropriate actions to eliminate or minimize the effects To ensure the persons working under him wears the proper PPE. To identify any existing unsafe condition and take corrective actions immediately Ensuring the Instruments, workplace clean and safe Reporting of near miss accidents Completing the tasks assigned to achieve and improve IMS Maturity/any EHS related initiatives Completion of all types of notifications, orders Proper Data entry to capture history and records Generation of PR Preparation of SES. To lead the team in continual improvements into IMS; working within IMS domain only
<ul style="list-style-type: none"> Team Working & Training and Development. 	<ul style="list-style-type: none"> On the job training of sub-ordinates De-briefing of job instructions Holding informal discussions on plant instrumentation related technical issues Informal discussions on EHS issues Periodic refresher training on EHS.

Work Relations (Internal and External)	
Internal Relations	External Relations
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Main interface of the Job Holder(Working relationships with Key stakeholders/ external customers
<ul style="list-style-type: none"> Group- head and in his absence to Unit Head. IPA Plant head, Shift in Charge Panel manager, field operators, site Shift Manager. Laboratory, maintenance departments, other 	<ul style="list-style-type: none"> Customers. Technical consultants Vendors & suppliers Man power suppliers.



division plants, EHS, HR ,Admin, Security & other related support functions on daily basis	
--	--

Key Dimensions	
<p>Financial Dimensions</p> <ul style="list-style-type: none"> List the significant numerical data which will reflect the scope and scale of activities concerning this job such as budget, cost, revenue etc. 	<p>People Dimensions</p> <ul style="list-style-type: none"> Mention the team size (direct reportees only) the Job Holder would have to manage for the scope of activities concerning to this role
•	•

ACHIEVEMENT PROFILE
<ul style="list-style-type: none"> 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

Education Qualifications / Background
<ul style="list-style-type: none"> State minimum qualification required by the Job Holder to work effectively on this position BE/B. Tech/A.M.I.E / IETE Instrumentation/Electronics. With Min.5 - 7 years experience or

Relevant and Total Years of Experience
<ul style="list-style-type: none"> Mention years of experience required for the job Elaborate more of the relevance / type of the job experience required by the role experience in Inst./ Maint of petrochemical/Fertilizer/Chemical Industry .

Technical/Functional Expertise
<ul style="list-style-type: none"> State minimum proficiency required on specific technical or functional skills required for the Job Role Skills in fault diagnosis and rectification of routine instrument problems in plant. Technical skills for sound, cost effective and quality repairs /overhauling of instruments in workshop. Skills to plan instrument jobs systematically with proper job prioritization and job coordination. Skill's for administration and effective monitoring of Department function. Training and Development of subordinates. Job hazards and job safety in his area of work. Hands on experience of SAP system especially PM module

Behavioural Competencies (List only 3- 5 specific behavioural competencies)



- State behavioural competencies required to function effectively at this position

- Knowledge of plant and instrument safety
- Good knowledge in electronic and pneumatic instruments.
- Skill/competency to work in SAP system
- Cost Consciousness.
- Analytical Thinking and problem solving ability.
- Communication and inter personal skill

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