

JOB NARRATIVE

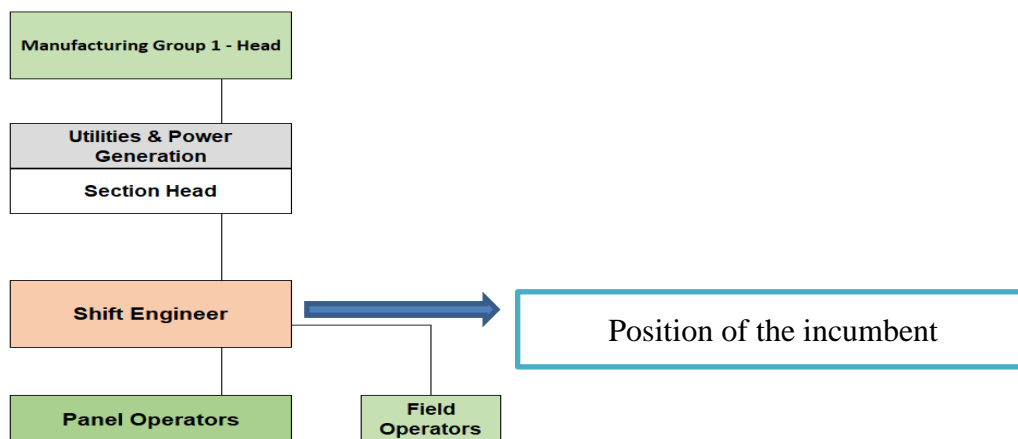
1. Job Purpose and Roles and Responsibilities of the Job
2. Organisation Structure, Outcomes/Value Add, Financials & Work Relations

Basic Details

Job Title	Shift In-charge – Utilities
Duty Point	Boiler Control Room – Ground Floor
Job Grade/ Level	MMC – M9
Function	Manufacturing 1 - Utility
Business Sector	K1 – Industrial Chemicals
Location	Taloja
Occupied/ Vacant	-
Name of the Job Holder (Current, if occupied)	-
Date (Last updated)	-
Approved by	

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 operate the plant safely to generate Steam, Power, DM water, Instrument air & cooling water conforming to set specifications with highest possible productivity level and meet the overall set Budget norms complying with EHS & Legal aspects.
- To take quick decisions during emergencies & plant upsets to minimize consequential damage to properties.
- To monitor the Boiler Audit related compliances & focus on compliances
To plan, control In-process quality control systems.

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"> • Plant operations 	<ul style="list-style-type: none"> • Deployment of adequate manpower to ensure smooth & safe operation. • Optimizing the plant parameters to meet the plant efficiencies. • To plan the maintenance of equipment which includes the safe handing over & taking back without adversely affecting the production target. • Ensure smooth planning of shutdown and its execution • Co-ordination with all other plant shift in charges for requirement of utilities during plant startup/shut down & normal running. • 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.



	<ul style="list-style-type: none">• Ensuring the availability of Standby equipment's.• Support for Lab Analysis of samples other than R. Material/ final product.• Ensure material stock like chemicals, lubricants, chlorine & nitrogen cylinders are available• Issuance of permits and ensure the job are timely & safely completed• Daily Updation and circulation of Reports - Daily Progress Report, Steam and DM water Complex data (TS), RO water Consumption, Gas consumption, Daily Deviation (Pending Job List)• Generation of FIR for any incidence and equipment tripping• Ensure closure of job notifications in time and closely work with maintenance & TS team in need of trouble shooting
<ul style="list-style-type: none">• Compliance to EHS	<ul style="list-style-type: none">• 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, equipment's, workplace 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
<ul style="list-style-type: none">• Team Working Training & Development	<ul style="list-style-type: none">• 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.• Conducting toolbox talk
<ul style="list-style-type: none">• Process improvement drives.	<ul style="list-style-type: none">• Carrying out the activities as instructed for any Improvement Drives adopted.•



<ul style="list-style-type: none"> Establishment & sustenance of TPM practices 	<ul style="list-style-type: none"> To carry out TPM initiatives at plant level by involving other team members

Work Relations (Internal and External)	
<p style="text-align: center;">Internal Relations</p> <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 	<p style="text-align: center;">External Relations</p> <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"> Plant head and in his absence to Group Head. Plant head, Panel manager, field operators, site Shift Manager. maintenance departments, other division plants, EHS, HR ,Admin, Security & other related support functions on daily basis 	<ul style="list-style-type: none"> Coal Fired Boiler – O & M operations Engineers Boiler Inspector

Key Dimensions	
<p style="text-align: center;">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 style="text-align: center;">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
<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

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 Diploma, AMIE, B.E. / B. Tech. – Mechanical with Mandatory First-class Boiler Proficiency Certificate.

Relevant and Total Years of Experience
<ul style="list-style-type: none"> Mention years of experience required for the job



<ul style="list-style-type: none">• Elaborate more of the relevance / type of the job experience required by the role
<ul style="list-style-type: none">• Minimum 5 -10 years' experience in relevant field.• Experience in Gas Fired/ Coal Fired Boiler Operations working is required atleast 4 -6 years
Technical/Functional Expertise <ul style="list-style-type: none">• State minimum proficiency required on specific technical or functional skills required for the Job Role
<ul style="list-style-type: none">• Technical knowledge of Coal /Gas fired Boilers, Steam & Gas Power Plant, Coal & Ash Handling Plant, DM Plant, Instrument air & cooling water system.• 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.
Behavioural Competencies (List only 3- 5 specific behavioural competencies) <ul style="list-style-type: none">• State behavioural competencies required to function effectively at this position
<ul style="list-style-type: none">• Communication skills• Manpower Handling• Customer Oriented• Team Building – Win – Win for all
Personality (List only 3- 5 specific personality characteristics) <ul style="list-style-type: none">• Write personal characteristics/ personality type that is suitable to work at this job level.
<ul style="list-style-type: none">• Respect• Integrity• Excellence in whatever we do• Well -being of others