



Job Description

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: Engineering (Mechanical)

Location: K1- Taloja

Sector: Manufacturing (K-1)

Purpose of the Job: Mechanical Maintenance

Overview/ Responsibilities: As a < Manager/ Sr Manager >, you will be expected to:

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 mechanical 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.



Job Description

This Position is Responsible for Procurement activities – Consumables, tools, Hose, Fasteners , Belts, Chains & Couplings Valves for both K1 & K7/K8 plant as per requirement of the user

- Indigenization / Alternate vendor development

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 of Maintenance Jobs 	<ul style="list-style-type: none"> • Fixing priorities and allocating of resources. • Issue of required Spares. • Allocation of Manpower. • Supervision of maintenance jobs. Usage of proper tools and tackles. • Assisting for maintenance plan preparation. • Co ordination with other groups for job execution.
<ul style="list-style-type: none"> • Department Operations 	<ul style="list-style-type: none"> • Execution of maintenance jobs on a daily basis and allocate resources for smooth completion • Execute AMC activities are carried as per schedule • Checking & ensuring of spares and status of reordering • Executing preventive maintenance schedules in time • Inspection of materials • Ensuring availability of man power. • Preparation / Implementation of SOP. • Daily rounds to plants for health monitoring of the equipments and taking corrective actions as and when required. • Execution of failure Analysis recommendations to avoid recurrence. • Troubleshooting of jobs as per requirement. • Identify obsolete items. • Vendor Follow up for critical spares • Segregate usable and scrap material and executing the planned improvements as per schedule • Health monitoring of sectional equipments thorough knowledge of EHS , QMS systems



Job Description

	<ul style="list-style-type: none"> • Responding to plant problems 24 X7 days. • 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. • Making optimum utilization of the resources, for continual enhancement of the Productivity
<ul style="list-style-type: none"> • MOC/Capex/Energy conservation Project implementation. 	<ul style="list-style-type: none"> • Execution of the scheme with all necessary precautions. • Inputs in MOC's for improvement. • Assist / Prepare plan for approval. • Failure analysis.
<ul style="list-style-type: none"> • Systems Knowledge and Adherence. 	<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • People : Training and development 	<ul style="list-style-type: none"> • Knowledge sharing with technicians and developing them. • On job and EHS training to technicians and contract employees before job execution.

Education Qualifications / Background

- State minimum qualification required by the Job Holder to work effectively on this position
- B.E. – Mechanical

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
- 5 -7 years of mechanical maintenance of continuous process plant (Refinery / petrochemical / fertilizer / chemical Industry.)

Technical/ Functional Expertise

- State minimum proficiency required on specific technical or functional skills required for the Job Role



Job Description

- Skills in fault diagnosis and rectification of routine maintenance problems in plant.
- Technical skills for cost effective and quality repairs of mechanical equipment and to monitor its effectiveness.
- Skills to plan mechanical jobs systematically with proper job prioritization and job coordination.
- Interpersonal skills.
- People management skills.
- Competence in working in SAP system. Knowledge of QMS and EHS systems.

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

- State behavioural competencies required to function effectively at this position

- Excellent written & verbal communication skills
- Negotiation Skills
- Customer Oriented
- Creativity & Innovation
- Strong interpersonal relationship development skills
- Multi tasking abilities
- Systematic and methodical

Personality (List only 3- 5 specific personality characteristics)

- Write personal characteristics/ personality type that is suitable to work at this job level.

- Respect
- Integrity
- Non discrimination
- Excellence in whatever we do
- Well -being of others