

JUNIOR EXECUTIVE II (ELECTRICAL)

JOB TITLE	Junior Executive II (Electrical)	DEPARTMENT	Electrical
LOCATION	Ennore Terminal	DIVISION	Electrical
ANNUAL CTC	7.28 LPA	IN-HAND MONTHLY	35k approx.

RESPONSIBILITIES

<i>Area</i>	<i>Key Activities</i>
Comprehensive	<ul style="list-style-type: none"> • Build in depth technical understanding of plant installation; develop requisite guidelines. • Contract and engage vendors for various maintenance activities as and when required. • Coordinate with user departments as well as workshop to plan for maintenance activities. • Ensure preparation of all documents related to energy consumption, consumption of spares, breakdown shutdown details etc. • Prepare of MIS report along with exception report every month • Ensure documentation of problem-solving tools used for analysis of breakdowns & shutdowns • Prepare performance and reliability reports • Ensure healthiness of all protective relays installed • Ensure healthiness of Cathodic protection system • Maintain and update SMPs of each equipment
Provide equipment usage services to plant	<ul style="list-style-type: none"> • Implement maintenance schedule for the entire unit • Prepare schedule in consultation with process requirements and take necessary actions • Execute modifications to equipment for improvement of efficiency in consultation with OEM • Ensure healthiness of plant earthing system • Perform Route Cause Analysis (RCA) and Failure Mode Effects Analysis (FMEA) • Coordinate with stores & purchase for timely supply of required spares • Monitor of maintenance jobs at site for timely completion of the same to minimize production loss • Monitor maintenance of records of individual equipment to analyze reliability. Ensure equipment is operational and SOPs for use are being adhered to on the floor.

QUALIFICATIONS

Educational Qualifications

- B.E/B Tech (Electrical)

Experience

- 2-3 years' experience, preferably in a continuous process industry.

Behavioral

- Strong leadership and interpersonal skills.
- Professional work ethics.
- Training and development of juniors and trainees

