

JUNIOR EXECUTIVE II (MECHANICAL)

JOB TITLE	Junior Executive II (Mechanical)	DEPARTMENT	Maintenance
LOCATION	Ennore Terminal	DIVISION	Mechanical
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"> • Define maintenance activities required for various instruments on a daily, weekly, monthly, quarterly, and annual basis. • Contract and engage vendors for various maintenance activities as and when required • Prepare MIS report along with exception report every month • Prepare documentation of problem-solving tools used for analysis of breakdowns & shutdowns • Prepare performance and reliability reports • Maintain and update SMPs for 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 of modifications to equipment for improvement of efficiency in consultation with OEM • Perform Root Cause Analysis (RCA) and Failure Mode Effects Analysis (FMEA) • Coordinate with stores & purchase for timely supply of required spares • Monitor 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

<p>Educational Qualifications</p> <ul style="list-style-type: none"> • B.E/B Tech (Mechanical Engg.) <p>Experience</p> <ul style="list-style-type: none"> • 2-year experience preferably in a continuous process industry • Should reflect independent charge of installation and maintenance of mechanical discipline.
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