

### **JUNIOR EXECUTIVE II (ELECTRICAL)**

<b>JOB TITLE</b>	Junior Executive II (Electrical)	<b>DEPARTMENT</b>	Electrical
<b>LOCATION</b>	Ennore Terminal	<b>DIVISION</b>	Electrical
<b>ANNUAL CTC</b>	7.17 LPA	<b>IN-HAND MONTHLY</b>	35k approx.

#### **RESPONSIBILITIES**

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

#### **QUALIFICATIONS**

<p><b>Educational Qualifications &amp; Certifications</b></p> <ul style="list-style-type: none"> <li>• B.E/B Tech (Electrical)</li> <li>• <b>Valid C-License Certificate</b></li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 2-3 years' experience, preferably in a continuous process industry.</li> </ul> <p><b>Behavioral</b></p> <ul style="list-style-type: none"> <li>• Strong leadership and interpersonal skills.</li> <li>• Professional work ethics.</li> <li>• Training and development of juniors and trainees</li> </ul>
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