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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit# 1/Maintenance-Electrical/JSP-005 | | | |
| Designation: | Electrician | | | |
| Location: | Unit-1 | | | |
| Grade/Level: | 03 | | | |
| Reports to: | Sr. Electrician (Foreman) | | | |
| Department: | Electrical | | | |
| Prepared/ Revised: | Prepared | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
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| **3. JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. Daily round of the plants and tell its findings to the HOD. | | Keen Observations | | * Careful round * Timely information * Proper knowledge |
| 1. Reviews the operation of plant equipment and system constantly to minimize unplanned downtime, anticipate sole problems in a timely manner and to identify opportunities for improvement. | | Reduce Breakdown Time | | * Equipped Tools * Quality Switchgears * Individual abilities |
| 1. Troubleshooting and timely solution in case of plant shutdown. | | Individuals Expertise | | * Trained workers * Planning |
| 1. Responsible to ensure that safety regulations in the workplace are being adhered. | | Individual Responsibility | | * Safety Equipments * Safety Tools * Use of PPE’s |
| 1. Responsible for the look after of machines, motors, panels and inverters. | | Cleaning Protocols with specified time | | * Cleaning * Blowering |
| 1. Supporting the preparation of reports, analyzes data and assists in making recommendations for improving plant operations and maintenance related problems. | | Documentation Control | | * Formats * Educated staff * Stationary |
| 1. Responsible for writing their shift work reports at the end of their shifts and responsible for maintaining their tool-kits. | | Charge Handover | | * Ability to write properly * Handover of tools. |
| 1. Responsible for generator cleaning, maintenance, checking of filters and its record keeping. | | Generator Care for its effective working | | * Careful observations * Knowledge to maintain generator. |
| 1. Initiative & Innovation management. | |  | |  |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Diploma Holder and can have some vocational training.  **Required/Preferred Experience Required:** 3-5 Years. | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. (Pvt.) Ltd.  **Timings:** 8 Hours Shift  **Travel Requirement:** 05% | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** Within all departments.  **External Relations:** With clients and other exterior related organizations. | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * He would have decision making on his assistant electrician and independently trouble shooting authority when needed. | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| * Technical Capability. * Time-management. * Collaboration Skills. | | |
| **Company Mission & Vision Statement :** | | |
| * To offer the manufacturing products and solutions based by applying international standards and best practices of innovation, cost effectiveness and customized products with commitment and dedication on quality, safety, productivity, customer satisfaction and environmental responsibility * To grow globally as the top most leading colors & chemicals associated products manufacturers and scientific solution providers for Pakistan industry keeping innovation as priority & maximum contribution to society. | | |
| **9. APPROVALS:** | | |
| **Head of Department** | **Head**  **HR & OD Department** | **Chief Executive Officer** |
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