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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit# 01/Maintenance-Mechanical/JSP-002 | | | |
| Designation: | Assistant Manager Mechanical | | | |
| Location: | Unit # 01 | | | |
| Grade/Level: | 07 | | | |
| Reports to: | Deputy Manager | | | |
| Department: | Maintenance & Mechanical | | | |
| Prepared/ Revised: | Prepared | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
| The responsibility of Assistant Manager Mechanical is to lead the Mechanical department as whole by managing all the subordinates under him like Assistant Manager Mechanical, Foreman, Fitter and Welder. He should be responsible and well aware for all the mechanical tasks, erection, planning and maintenance going around in the company. And planning of daily, weekly and long term maintenance, future expansion and training of his team. | | | | |
| **3. JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. Proper and Timely Maintenance | | Reduced Breakdown | | * Skilled Team * Equipped Maintenance Tools * Material * Maintenance Plan |
| 1. Labor Handling | | Effective management of Labor in daily maintenance | | * Effective communication with Labor * Handling Plan |
| 1. Record Keeping of Daily, Monthly Maintenance and workforce | | Documentation Control | | * Formats * Educated Staff * Stationary |
| 1. Preparation of Training material | | Effectiveness of Trainings | | * Training Schedule * Knowledge of Training material |
| 1. Safety of Machines and Workers | | Long life of machines and less injuries to workers | | * Safety Knowledge * Safety Equipment * Use of PPE’s |
| 1. Task Planning and Troubleshooting | | Execution of Plan | | * Issuance of plan * Trained Workers * Maintain Inventory |
| 1. Mechanical/ISO Standards Implementation | | Standardized working and improvement in mechanical process | | * Standards knowledge * Implementation Plan |
| 1. Dealing with vendors | | Suitable vendor selection commercially and technically/Timely Finalizations | | * Vendor list/data * Getting qoutations * Analyzing qoutations * Negotiations |
| 1. Assist in Erection, Commissioning and New Installation | | Installation with utilization of resources | | * Team * Installation and commissioning tools * Timely Purchase Skilled staff |
| 1. Initiative & Innovation management | |  | |  |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Bachelor in Mechanical Engineering  **Required/Preferred Experience Required:** Fresh or 1 Year | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. (Pvt) Ltd  **Timings:** Day Shift—From 09:00 AM – 05:00 PM  **Travel Requirement:** 75% | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** Within all departments  **External Relations:** With Customers, Clients other exterior related organizations | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * He should have decision power about Foreman and all related subordinates and also have the ability to troubleshoot the problems by taking appropriate decision | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| MS Office, Internet Surfing, Good Communication skills, Interpersonal skills, Technical Knowledge | | |
| **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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