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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit#01/Maintenance-Mechanical/JSP-003 | | | |
| Designation: | Foreman | | | |
| Location: | Unit#01 | | | |
| Grade/Level: | 05 | | | |
| Reports to: | Deputy Manager/Assistant Manager | | | |
| Department: | Maintenance & Mechanical | | | |
| Prepared/ Revised: | Prepared | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
| The purpose of Mechanical Foreman is to lead the mechanical department as a whole by managing all the sub-ordinates under him like welder, fitter etc. He should be responsible & well aware for all the mechanical tasks going around in the company. | | | | |
| **3. JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. To ensure that all the maintenance activities are carried out as per the work order signed by the in-charge | | Maintenance work and work order quantity | | * Coordination with other departments |
| 1. Align subordinates for troubleshooting | | Work done to pending ratio per day | | * Handling people * Sorting working according to importance |
| 1. Maintain safety, health and environmental policies and procedures. | | Utilization of safety equipment | | * Safety tools * Safety 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 | | Reduced Breakdown | | * Team * Mechanical tools |
| 1. Initiative & Innovation management | |  | |  |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Diploma Holder and can have some vocational training  **Required/Preferred Experience Required:** 10-15 Years | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. (Pvt) Ltd  **Timings:** Day Shift--From 9:00 am – 5:00 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 would have decision making authority in his department on his sub-ordinates | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| * Time Management, Coordination, Mechanical Equipment 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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