|  |
| --- |
|  |

**JOB SUCCESS PROFILE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit# 1/Maintenance-Electrical/JSP-006 | | | |
| Designation: | Assistant Electrician | | | |
| Location: | Unit-1 | | | |
| Grade/Level: | 02 | | | |
| Reports to: | Sr. Electrician/Electrician | | | |
| Department: | Electrical | | | |
| Prepared/ Revised: | Prepared | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
|  | | | | |
| **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. 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 any in-house single phase wirings. | | New wiring designs implementations | | * Sound knowledge * Material * Proper layouts * Finishing skills |
| 1. Responsible for the look after of machines, motors, panels, inverters and batteries of UPS. | | Cleaning Protocols with specified time | | * Cleaning * Blowering * Dusting * Water Level Checking Of Batteries |
| 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. | |  | |  |

|  |  |  |
| --- | --- | --- |
| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Diploma Holder or 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 HoursShift  **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:** | | |
| Nil | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| * Technical Capability. * Thoroughness. * 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** |
|  |  |  |