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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit# 1/Maintenance-Electrical/JSP-001 | | | |
| Designation: | Deputy Manager Electrical | | | |
| Location: | Unit-1 | | | |
| Grade/Level: | 08 | | | |
| Reports to: | GM/MD | | | |
| Department: | Electrical | | | |
| Prepared/ Revised: | Prepared | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
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| **3. JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. Daily Management & Planning related to plants. | | Issuance of Plan | | * Team * Switchgears * Layouts |
| 1. Creativity and Innovation for the betterment of the company. | | Safe & Sound Automations with Time | | * New Ideas * Proper Planning * Experts Advise |
| 1. Responsible for timely and well-planned corrective maintenance related activities across the plant. Ensuring all the electrical equipments are running smoothly by minimum breakdown and no production loss due to electrical breakdowns. | | Issuance of Daily Maintenance Plan with reduced  Break-downs. | | * Trained staff * Equipments * Budget/Inventory * Finishing skills * Tools |
| 1. Developing a planned preventive maintenance schedule, ensuring full preventive maintenance is carried out and leads the team to deliver effectively. | | Timely Preventive Maintenance Schedules | | * Workforce * Budget * Switchgears |
| 1. Trainings on weekly & monthly basis for the electricians. | | Effectiveness of Trainings | | * Schedule for Training * Expertise for Trainings |
| 1. Dealings & Meetings with vendors for the finalization or purchasing of new machineries or equipments. | | Timely Finalizations | | * Multiple quotations * Negotiations |
| 1. Maintains supplies inventory by checking electrical material stock to determine inventory levels, anticipating needed supplies, placing and expediting orders for electrical material, reviewing and approving invoices. | | Stock Level Handling | | * Timely stock level report * Generating demands * Follow-ups |
| 1. Troubleshooting and planning in case of plant shutdown. | | Individuals Expertise | | * Trained workers * Planning |
| 1. Installation & commissioning of new plants and lines. | | New Installations with specified constraints | | * Timely purchase * Skilled staff |
| 1. Implementation of ISO standards, policies and procedures within the factory. | | QHSE Standardizations | | * Safety Plans * Safety Tools |
| 1. Initiative & Innovation management. | |  | |  |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Bachelor in Electrical Engineering/Technology  **Required/Preferred Experience Required:** 5 to 7 years | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. (Pvt.) Ltd.  **Timings:** General 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 should have the decision power of tackling the assistant manager electrical and foreman and all the related sub-ordinates and also have the ability to troubleshoot the problems by taking appropriate decision. | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| Troubleshooting, Staffing, Technical Leadership, Technical Understandings, Developing Budgets, Equipment Maintenance, Safety Management, MS Office, MS Excel, Internet, Good Communication 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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