**Roles, Responsibility, Accountability and Authority**

**1. Head Mechanical Maintenance PID-2**

Job profile

* Ensure safety of all staff and workmen at workplace
* 100% compliance of all legal requirements
* Ensuring maximum equipment availability.
* Revewing of planners, PM schedules and shutdown jobs
* Generating monthly report
* Maintaining of optimum inventory and critical spares.
* Interact with external agnecies / consultants as and when required.
* Ensure training to staff and workmen
* Implementation of quality, safety and environmental, 5S management System and Asset optimization

Competency requirements:

* Should be graduate in Mechanical Engg with 8 to 10 years of industrial experience
* Post graduate degree in Management preferred
* Should have experience in maintenance / service function of a continuous process plant.

# 2. Engineer- BLT and PCI

Job profile:

* Implementation and reveiw of preventive maintenance schedule of BF mechanical equipments, structures, sheeting, piping work
* Condition monitoring of all equipments
* Structural stability of buildings and structures
* Overall coordination with O&M Engineers and to ensure 100 % compliance of preventive maintenance planner, monthly/weekly/ daily/ shift checklist.
* Identification of spares requirements in consultation of O&M engineers
* Review of corrective/preventive actions, root cause analysis for major/repetitive problems to improve plant safety, and plant availability
* Implementation of quality, safety and environmental, 5S management System and Asset optimization
* Implementation of improvement projects.
* Monitoring and controlling of energy consumption**.**
* Preparation of Monthly MIS on maintenance compliance and submit report

Competency requirements:

* Should be graduate in Mechanical Engg with 8 to 10 years of BF maintenance
* Should have experience of maintenance of hydraulics, Bell less Top equipment, EOT cranes and hoists of minimum 100 T capacity , Pulverized Coal Injection system, Condition Monitoring etc.
* Should have in-depth technical knowledge and through knowledge about Factory act &rules, safety aspects in continuous process plant, etc

# 3. In charge- Dedusting

* Implementation and review of preventive maintenance schedule of BF mechanical equipments, structures, sheeting, piping work .
* Condition monitoring of all equipments
* Structural stability of buildings and structures
* Overall coordination with O&M Engineers and to ensure 100 % compliance of preventive maintenance planner, monthly/weekly/ daily/ shift checklist.
* Identification of spares requirements in consultation of O&M engineers
* Review of corrective/preventive actions, root cause analysis for major/repetitive problems to improve plant safety, and plant availability
* Implementation of quality, safety and environmental, 5S management System and Asset optimization
* Implementation of improvement projects.
* Monitoring and controlling of energy consumption**.**
* Preparation of Monthly MIS on maintenance compliance and submit report
* Ensuring range of DP between 80-150 mmWC.

Competency requirements:

* Should be graduate in Mechanical Engg with 8 to 10 years of BF maintenance
* Should have experience of maintenance Pig casting machines, Hot metal cranes and EOT cranes, de-dusting systems and Condition Monitoring etc.
* Should have in-depth technical knowledge and through knowledge about Factory act &rules, safety aspects in continuous process plant, etc

# 4. In charge- Utilities, AO & O&M Contracts

Job profile:

* Implementation and review of preventive maintenance schedule of BF mechanical equipments, structures, sheeting, piping work .
* Condition monitoring of all equipment.
* Structural stability of buildings and structures
* Overall coordination with O&M Engineers and to ensure 100 % compliance of preventive maintenance planner, monthly/weekly/ daily/ shift checklist.
* Identification of spares requirements in consultation of O&M engineers
* Review of corrective/preventive actions, root cause analysis for major/repetitive problems to improve plant safety, and plant availability
* Implementation of quality, safety and environmental, 5S management System and Asset optimization
* Implementation of improvement projects.
* Monitoring and controlling of energy consumption**.**
* Preparation of Monthly MIS on maintenance compliance and submit report
* Ensuring smooth AO Coordination for internal and external AO audits
* Implement of *IMS* system in the department.
* Ensuring Contract management & timely clearing of invoices and provision.
* Cost controlling and budgeting.
* To monitor inventory for smooth maintenance.

Competency requirements:

* Should be graduate in Mechanical Engg with 1-2 years of BF maintenance .
* Should have experience of pumps and compressors, cooling towers, fire fighting systems, drip ots etc.
* Previous experience in planning of continuous process with exposure to SAP , Inventory management is desirable
* Should have in-depth technical knowledge and through knowledge about Factory act &rules, safety aspects in continuous process plant, etc

**5. Engineer** – **blowing systems**

Job profile:

* Implementation and review of preventive maintenance schedule of BF mechanical equipments, structures, sheeting, piping work .
* Condition monitoring of all equipments
* Structural stability of buildings and structures
* Overall coordination with O&M Engineers and to ensure 100 % compliance of preventive maintenance planner, monthly/weekly/ daily/ shift checklist.
* Identification of spares requirements in consultation of O&M engineers
* Review of corrective/preventive actions, root cause analysis for major/repetitive problems to improve plant safety, and plant availability
* Implementation of quality, safety and environmental, 5S management System and Asset optimization
* Implementation of improvement projects.
* Monitoring and controlling of energy consumption**.**

Competency requirements:

* Should be graduate in Mechanical Engg with 3 to 6 years of maintenance
* Should have experience of maintenance of turbo blowers of minimum 6.5 MW, hydraulics, valves in hot blast system, Conveyers and material handling, Dry Gas Cleaning system, compressors, Condition Monitoring etc.
* Should have in-depth technical knowledge and through knowledge about Factory act &rules, safety aspects in continuous process plant, etc

# 6. In charge Sinter maintenance

Job profile:

* Implementation and review of preventive maintenance schedule of SP mechanical equipment, structures, sheeting, piping work
* Condition monitoring of all equipment
* Structural stability of buildings and structures
* Overall coordination with O&M Engineers and to ensure 100 % compliance of preventive maintenance planner, monthly/weekly/ daily/ shift checklist.
* Identification of spares requirements in consultation of O&M engineers
* Review of corrective/preventive actions, root cause analysis for major/repetitive problems to improve plant safety, and plant availability
* Implementation of quality, safety and environmental, 5S management System and Asset optimization
* Implementation of improvement projects.
* Monitoring and controlling of energy consumption**.**
* Preparation of Monthly MIS on maintenance compliance and submit report

Competency requirements:

* Should be graduate in Mechanical Engg with 8 to 10 years of SP maintenance
* Should have experience of maintenance of hydraulics, sinter machine equipment, EOT cranes and hoists, crushing and screening, Condition Monitoring etc.
* Should have in-depth technical knowledge and through knowledge about Factory act &rules, safety aspects in continuous process plant, etc

# 7. In charge Fuel and flux maintenance

Job profile:

* Implementation and review of preventive maintenance schedule of SP mechanical equipment, structures, sheeting, piping work
* Condition monitoring of all equipment
* Structural stability of buildings and structures
* Overall coordination with O&M Engineers and to ensure 100 % compliance of preventive maintenance planner, monthly/weekly/ daily/ shift checklist.
* Identification of spares requirements in consultation of O&M engineers
* Review of corrective/preventive actions, root cause analysis for major/repetitive problems to improve plant safety, and plant availability
* Implementation of quality, safety and environmental, 5S management System and Asset optimization
* Implementation of improvement projects.
* Monitoring and controlling of energy consumption**.**
* Preparation of Monthly MIS on maintenance compliance and submit report

Competency requirements:

* Should be graduate in Mechanical Engg with 8 to 10 years of SP maintenance
* Should have experience of maintenance of hydraulics, sinter machine equipment, EOT cranes and hoists, crushing and screening, Condition Monitoring etc.
* Should have in-depth technical knowledge and through knowledge about Factory act &rules, safety aspects in continuous process plant, etc

# 7. In charge O2N2 Plant

* Ensuring proper planning of annual production & maintenance budget based on production for the year.
* Implementation of routine maintenance activities, planning & execution. With Proper distribution of Manpower & Material.
* Overall responsibility for execution of Operation & Maintenance for O2 Plant under safe working condition & considering environmental aspect.
* Co ordination laterally and vertically & Ensuring smooth co ordination of activities of Maintenance Dept with Other Departments.
* To monitor inventory for smooth maintenance.
* To monitor allocation of resources (Man power, material etc).
* To check and ensure structural stability of plant equipment’s.
* Responsible for planning jobs related to control environmental hazards
* Implement of *IMS* system in the department.
* To identify training needs of personnel and ensuring the same being given.
* Equipment modification to improve reliability and maintainability.
* To review & Plan Capital Proposals and ensure successful commissioning.
* Failure Analysis of Breakdowns and corrective actions.
* Co ordination of activities with all Departments.
* Implementation of points noted in different management/production review meetings.
* To ensure Identification, Evaluation of Aspect Impact and HIRA of mechanical activities
* To monitor Key environmental parameter and ensure suitable controls
* To ensure Operation /Maintenance of records - specify mandatory legal record.
* Overall responsibility for smooth and efficient Operation &
* To enhance reliability of equipment by adhering to suitable and standard work practices.
* To monitor Key environmental parameter and ensure suitable control.
* To comply with legal requirement by Ensuring testing & renewal of pressure vessels as per statutory requirements.
* To ensure standardization of spares, develops STD specifications for material etc. considering Quality, safety and Environmental aspect
* To ensure analyzing and reviewing the handling of hazardous waste and its possible controls

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| **Prepared By:**  IMS Co-ordinator | **Reviewed & Issued By:**  Management Representative | **Approved By:**  Head of Department |
| **Signature:** | **Signature:** | **Signature:** |
| **Date:** 03.01.2022 | **Date:** 03.01.2022 | **Date:** 03.01.2022 |