

<b>Role Name</b>	<b>Manager (Engg-Mech)</b>		
<b>Role Description</b>	<b>Managing maintenance &amp; upkeep of manufacturing equipments/assets for continuous production.</b>		
<b>Role purpose</b>	<b>To keep all the manufacturing equipments in healthy &amp; UP condition, accomplishing the various improvement activities to enhance equipments performance reliability.</b>		
<b>Job Holder</b>	<b>Mr.A.B.Naik.</b>		
<b>Responsibilities Heads</b>	<b>KRA (Key Result Areas)</b>		<b>KPI (Key Performance Indicators)</b>
<b>Maintenance</b>	To prepare & set annual & monthly targets For 1.Break down Time. 2.Maintenance Checks. 3.Repairs/Modification Cost. 4.Inventory levels. Inorder to optimize production levels & cost.		Break Down Time reduction ,Cost reduction,Inventory reuction,No of checks conducted.
<b>Safety</b>	Of Manpower:- To monitor & implement SOP's for safety so as to build safe working environment by ensuring adherence to safety norms.	Safety performance index/ Safety MIS report	Continuous Training on Safety Norms.
	Of Assets :- To achieve & maintain the health of assets by continuous implementation & review of maintenance plan.	Safety audit score	Audit report carried out by external/recommended
<b>Maintenance Support</b>	To monitor of the maintenance activities in order to provide uninterrupted supply of utilities- Compressed Air, Water and Steam to ensure smooth operation.	No of instance of utility failure	
	To maintaining the equipments/machineries in healthy condition in order to support production activities.	Production loss due to breakdowns	
		No of times pull reductions due to mechanical problems	
	To evaluate & undertake the improvement initiatives to enhance production efficiency and financial improvements.	Availability of material handling equipments	Confirmity to project schedule
<b>Cost</b>	To Prepare, track & regulate performance against annual repair & maintenance budget of the department	Timeliness of budgets submission	
		Maintenance Cost of Offsite & Utility	
		Maintenance cost of Material handling equipments & civil .	
		Maintenance cost of MFB	
	To track and control the utility consumptions - Compressed Air, Water & Steam without any disturbance in process.	Spares Inventory cost.	Gap analyses Budget V/s Actual.
	To assist material department in vendor development through sharing of suggestions related to process ,requirements,standards and indigenization of spares in order to save procurement cost.		Cost saving & No of initiatives
<b>Manpower development</b>	Assesment of Job in order to manpower recruitment and optimal utilisation of manpower.	Gap analyses Budget V/s Actual.	
	Total employees involvement	Number of QC circles	
	Implementation of Performance Management & Deployment Management system.	Number of PDCA's ,why-why Analysis	
	To build up and maintain high morale and motivation in department members	PMD Reviews plan vs.actuals.	
	Development of manpower to improve their competency level	Annual review plan vs actual.	
		attrition rate in the department	
<b>Standardisation of system</b>	To implement and monitor the various relevant documentation like ISO, TQM.	Capability of manpower/	No. of NCR .
<b>Statutory compliance</b>	Compliance of the various departmental statutory requirements like building Stability/MIDC permissions	Adherence to schedule	eLCM reminders
<b>REQUIREMENTS</b>			
<b>Knowledge</b>	Basic Pneumatics, Basic hydraulics, Bearings, Lubrication, fabrication, Utility equipments, Material handling equipments.Auto cad, MS office, Float Glass manufacturing & Design constraints.Quality & cost Management systems	<b>Experience</b>	8-10 years
<b>Skills</b>	Communication Skill, Analytical skill, Physically fit,	<b>Qualification</b>	Degree(Mechanical Engg)
<b>Physical Requirements</b>	Good eye sight, Sense of sound, sense of touch, Ability to wear Personal Protective Equipment( PPE)		
<b>INTERACTION</b>			
<b>Internal</b>	<b>Customers</b>	<b>Other External parties/ Vendors</b>	
Sec. Manager, Engineers and technicians	Production, Materials,Logistics depts.	Engg Consultants,Experts,Govt Authorities.	