



Role Name	Junior Officer- Mechanical Maintenance	
Role Description	To conduct regular inspection, repair & maintenance in order to get smooth operation of facility.	
Role purpose	To ensure execution of maintenance and plan manpower	
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Responsibilities	KRA (Key Result Areas)	KPI (Key Performance Indicators)
Heads		
Safety	Execution of SOPs for Safety	No of KY
	Safety Kaizen, KY	No of Safety Kiazens
	Execution of Safety audit findings	Improvement plan vs. actual
Maintenance (Plant & Machines)	Review daily planed vs actual for Breakdown and find root cause, take countermeasures	Trend of Break down time & Frequency
	Adherence to Preventive maintenance as per plan	Plan V/S Actual gap against improvement plan
	Check status of spares, Indent and fallow up for required materials,	No. of Break down after maintenance
	To monitor the periodical checks of Equipments	
Maintenance (Utility equipments)	Timely maintenance of utility equipment	Trend of Break down time & Frequency
	Compliances to inspection feed back	Plan V/S Actual gap against improvement plan
	Gap analysis against target V/S actual	No. of planned maintenance activities delay from schedule
Quality Management	To monitor actual execution at shop floor as per quality system	No. of NCR's in external audits.
	To execute the activities as per plan	
Cost Reduction	Execution of improvement plan	Plan V/S Actual gap against improvement plan
Support to production	Execution of improvement plan activities	Plan V/S Actual gap against improvement plan
	Execution of plan	Trend of Machine APS
	To ensure smooth working of Poke - Yoke	
	To provide Poke-Yoke as per new requirement	
Project	Supervision of execution activities	To ensure the completion within agreed budget and time.
Manpower Development	Evaluate the skill Matrix of team	Skill Matrix score sheet
	Execution of training	No. of QC Circle
	To facilitate QC circle	
REQUIREMENTS		
Knowledge - Fair knowledge of Maintenance activities	Experience (Number of years)	Diploma - 5-10 Years BE- 3-5 Years
Skills - Technical knowledge/ Communication	Qualification	Diploma (Mechanical)
INTERACTION		
Internal	Customers	Other External parties/Vendors
All Depts.	Production, PPC & QA	All spares & Service provider