

JOB DESCRIPTION

PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities	Key Performance Indicators
Project Planning	<ul style="list-style-type: none"> ▪ Project Management & Execution of total Project from Grassroots. ▪ Evaluating feasibility study for the entire setup. ▪ Preparation and review of plan & evaluation of drawing for submission to Government authorities. ▪ Work closely with the HOD to ensure that all stake holders are appropriately communicated about project budgets and timelines. 	% compliance with the Documentation.
Design & Development	<ul style="list-style-type: none"> ▪ Develop equipment analysis, histories, etc. and ensure the provision of proper records of all works done according to standard engineering / company practice requirements. ▪ Responsible for designing, developing, installing, managing and/or maintaining equipment which is used to monitor and control engineering systems, machinery and processes. ▪ Designs instrumentation systems for plant expansions, including the development of field and control room instrumentation specifications. ▪ Designs and implements online analyzers by determining the plant requirements, developing specifications, installing the analyzers, and evaluating the impact. ▪ Develop skills in specific control disciplines such as advanced process control (APC), distributed control systems (DCS), programmable logic controllers (PLC), and supervisory control and data acquisition (SCADA). 	<ul style="list-style-type: none"> ▪ Establish Zero error implementation of Instrumentation
Overall Instrumentation Process Management	<ul style="list-style-type: none"> ▪ To carry-out Failure Analysis for Instrument & systems failures and To bring effectiveness in the maintenance by suggest / implement remedial actions. ▪ To eliminate repetitive failures through case study & root-cause analysis & reliability improvement plan. ▪ High level of understanding of technical knowledge of plant equipments and processes, standard maintenance practices of chemical plant, latest development of equipment & technology in order to maintain sound health of Plant & Machinery through the concept of continuous improvement. ▪ To provide support to the field area Instrument Technicians together with contractors, vendors and other staff in order to support instrument and Control system (DCS, PLC and various package control systems) maintenance functions in their respective area in the complex. ▪ Review all control system spares, works on optimization and consolidations of all systems, spares and provide technical support to the field instrument staff to implement the same. ▪ Study and plan a preventive maintenance schedule and prepare a detail procedure as per vendor recommendations, prepare a strategy and procedure to schedule maintenance during plant shut down on the systems. ▪ Carryout troubleshooting, monitor equipments performance; contributes to the design and review of modifications proposals to utilize unexplored capabilities of the system. ▪ Updates the documents in maintenance related to Instrument and Control systems after the DCR implementations which leads to configuration changes, contribute to the development of procedures and standard instructions. ▪ Reviews all materials, manpower and contract labors to ensure day-to-day maintenance, preventative maintenance and turnaround works are 	<ul style="list-style-type: none"> ▪ Zero breakdown on account of instrumentation failure or process control failure

	<p>carried out to minimize unit down time.</p> <ul style="list-style-type: none"> To provide engineering details, validation and ensure execution of instrumentation system in up-coming projects. 	
Cost & Quality Effectiveness	<ul style="list-style-type: none"> Implements (including testing) the final packages in association with Planning Section to ensure cost effective maintenance of equipment and minimize the risk of unscheduled breakdown or stoppages. Project controls, cost estimates, quantity takeoffs and manpower requirements for proposals, forecasts and change orders. To ensure implementation of ISO systems, SAP and other improvement programmers related to Quality and Environment policies. 	<ul style="list-style-type: none"> Achieve “Zero Defects”.
Materials/Spare parts Control & Service	<ul style="list-style-type: none"> Coordinates and supervises the Instrumentation & Controls Section Technicians to provide a complete maintenance service to the Operations Department and perform installation of the same, maintenance, testing and repair for Units on site. Including preparation of schedules, establishing work priorities and carrying out testing as required for turnaround. Coordinates all turnaround activities on the units. Manages the preventive maintenance schedules for all equipments & all the stock levels to ensure the availability of spare parts at all times. Coordinates with Maintenance Planning Department to create equipment history for all Instrument / Control systems to the planning to document in the system. 	<ul style="list-style-type: none"> Manage timely and planned availability of spares and keep inventory at optimum level. Reduce Inventory Cost.
People & Safety Management	<ul style="list-style-type: none"> Provide technical expertise and leadership for contractor maintenance, including personnel issues and staffing level requirements, and work to prepare the maintenance budget, and control spending throughout the year. Manage shop floor workforce and executive staff and good inter personal skills to maintain constructive relationship with other departments as well as outside agencies such as vendors, contractors, government. Contribute to the planning of turnarounds and participate actively to carryout Safety Critical checks (logic checks) and in execution through supervision of both in-house and vendor / contractor personnel to ensure completion of agreed schedule, scope and quality and ensuring safe working at all times. 	<ul style="list-style-type: none"> Employee engagement index
Statutory Compliance	<ul style="list-style-type: none"> High degree of co-ordination and co-operation skills and attitude for implementing and sustaining the momentum of Company Business Plan, World Class practices as well as other statutory requirements. To review/approve plan for testing, calibration of instruments, statutory compliance and safe working in hazardous area. 	<ul style="list-style-type: none"> 100 % compliance