

<b>Company Name</b>	<b>WEST QUAY MULTIPOINT PVT LTD</b>
<b>Location</b>	Vizag
<b>Position</b>	Mechanical Engineer
<b>Qualification</b>	Diploma/ B. Tech /B.E in Mechanical
<b>Experience</b>	4 + years in Ports equipment Mechanical Maintenance
<b>Key Roles &amp; Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Conducts periodical checks, preventive maintenance protocols. This includes generating preventive and corrective maintenance work orders, setting priorities, determining appropriate standard procedures, ensuring availability of required materials, spares and equipment</li> <li>2. Execution of Mechanical works as per the drawings and construction standards ensuring activities are completed as per the baseline schedule.</li> <li>3. Suggest alternative Mechanical Engineering methodology to WQMPL Senior Management team about ways to improve functionality and optimize cost to contractors/vendors.</li> <li>4. Preparation of Monthly progress &amp; Weekly progress reports – submitting these reports to Maintenance Manager.</li> <li>5. Ensuring that the WQMPL Mechanical Engineering team members are performing /discharging their respective duties and responsibilities in accordance with the Terminal regulations.</li> <li>6. Evaluation and selection of qualified contractors &amp; vendors for Mechanical, hydraulic, pneumatic, tools and other bought-out items.</li> <li>7. Execution &amp; administration of contracts pertaining to mechanical work packages.</li> <li>8. Contractors/vendors performance evaluation.</li> <li>9. Supervise the execution of day to day preventive and corrective maintenance activities.</li> <li>10. Conduct emergency Mechanical repairs, trouble shoot malfunctions and breakdowns; inspect work in progress and completed work for defects, fire hazards or other unsafe conditions</li> <li>11. Implement the Company's permit to work procedures.</li> <li>12. Supervises all maintenance work carried out in the mechanical workshop and ensures availability and operability of all workshop machines and equipment.</li> <li>13. Liaises with the Work Planning personnel on timely updating of related maintenance activities in the system. Preparation of approvals for material procurement from.</li> <li>14. Invitation of quotations for parts required for maintenance (Local/International).</li> </ol>

15. Follow up for early delivery of required materials
16. Invoice verification / preparation of Payment Approval form.
17. Verify the daily in/out of store operation.
18. Verification of monthly stock reports as prepared by store In charge.
19. Provide facilitation in internal & external audits.
20. Define threshold for critical/non-critical inventory levels & make sure that these level are maintained at all time.
21. Ensures that HSE policies, procedures and programs are implemented and strictly adhered to in his area of responsibility.
22. Provide experience talk or training to the subordinates for the tasks as Mechanical, hydraulic & electrical systems of Front end loading shovels, Excavators, Dozers, Stackers, Stacker Reclaimers, Automated Load out Facilities, Ship unloaders and conveyor Systems and others Heavy Capital plant equipment.
23. Interpretation with International and Indian MED Standards, and Port regulations.
24. Good Interpersonal relationship / Strong Leadership.
25. Execution of SAP and to assign daily tasks to supervisors.
26. Implementation of SOP's for each activity.
27. Assist Maintenance Head for annual budget for engineering & maintenance expense.
28. Supervise equipment installations and maintenance.
29. Execute routine / corrective maintenance according to the priority, using efficient and cost effective methodologies.
30. Fabrication of Hoppers, modification in chutes etc. as required.
31. Execute maintenance process using time management techniques (man hours, man days etc) and verify the outcome.
32. Preparation of work orders.
33. Conduct necessary trainings required for site staff related to multi-tasking, job rotation, HSE compliance, cost effectiveness etc.
34. Effective utilization of manpower at Port and Yard.

	<p>35. Execution and monitoring of mechanical equipment during the cargo handling process.</p> <p>36. Provide assistance in time base for the Contractor for equipment Certification and Structure Inspection.</p> <p>37. Incentivize staff through good disciplines and training.</p> <p>38. Training and Teaching Others - Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.</p>
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