



Job Description of Operator - Maintenance

Job Title	Operator - Maintenance	Department	Operations
Grade	E3	Location	Kanjikode, Palakkad
Position Reports to (Administratively)	Operations Manager	Position Reporting into you (Administratively)	
Position Reports to (Functionally)	In charge- Maintenance	Position Reporting into you (Functionally)	

Purpose of the Job (Main Objective):

He/She should display strong problem solving and decision-making skills with a solid understanding of building maintenance, Machinery, Electrical, repairs, refurbishments, cleaning and managing staff. He/She must have extensive knowledge of health and safety regulations and practices. Maintenance supervisors direct and organize all activities around building systems, equipment operations, safe production standards, and day-to-day functioning of the machines or tools critical to organizations.

Deliverables / Key Responsibilities:

Primary Responsibilities

- Present at sites regularly to identify problems and necessary maintenance
- Disassemble and reassemble machinery and equipment
- Repair or replace broken or malfunctioning parts and conduct tests to ensure that repairs are satisfactory
- Check machinery and equipment; adjust and calibrate as needed, ensuring that equipment meets specifications and requirements
- Daily cleaning and maintenance activities
- All repairs and ensure that work is completed on time
- Maintain all inventory and equipment, and ensure proper storage
- Comply with all health and safety regulations and practices on site.
- Troubleshoot and Preventative maintenance at work.
- Conduct follow-ups on all maintenance and repair work.
- Follow safety inspections as scheduled.
- Establish strategies to meet workload demands on time
- Enforce good record-keeping practices
- Actively participate in projects (e.g. new or renovation)
- Check that the premises are safe and not in violation of any regulations
- Prepare weekly maintenance schedules and allocate work as per forecasted workloads
- Supervise and train Department Staffs on Machinery and safety aspects

Secondary Responsibilities

- Assist Operations Manager / In charge in any activities or tasks being assigned

Specific Job Requirements:

- Previous experience as a Maintenance Technician / Operator for 2 years
- Professional Certifications (e.g. CMRP or HVAC certified) will be considered an advantage
- Adequate knowledge of different building systems (heating, electrical, air conditioning, ventilation etc.)
- Familiarity with relevant health and safety standards and regulations
- Works well under pressure and meets tight deadlines.
- Good time management skills.
- Extremely detail-oriented
- Great troubleshooting skills
- Ability to juggle multiple projects simultaneously
- ITI / Diploma in a technical, engineering or relevant field

Key Competencies required:

Machine Focus	Knowledge / Technical Expertise
Relationship Management	Communication
People & Capability Development	Teamwork
Result Orientation	Planning & organizing
Changes & Innovation	Quality Consciousness

Internal and External Co-ordination

Inside the Organisation:

Sr. No	Department	Purpose
1.	Other Departments	Co-ordination of work