

Organization :	QATPL	Department:	Technical	Date:	2026
Position:	Manager Mechanical	Supervisor's Position:	GM Operations	Approval:	

PURPOSE

This position supervises mechanical maintenance activities of plant at QATPL; Gauges mechanical faults in machine based on root cause analysis of faults; Defines corrective actions and outlines preventive maintenance schedule for Production machines; Suggests measures to control reoccurrence of mechanical issues in machines; Checks and validates maintenance stock availability and accordingly manages inventory; Ensures implementation of EHS and PPE standards and implements best quality improvement and waste reduction solutions; Undertakes periodic inspections of site and machinery to validate efficient functionality. These responsibilities are carried out **WITH** the objective to prevent machine breakdowns, enhance equipment and process efficiency, increase productivity and optimize waste reduction **WITHIN** the limits of organization's established SOPs, practices and policies, departmental objectives, quality assurance guidelines and HSE standards, O&M recommendations, ASME standards, ISO standards and directions/guidelines from Supervisor.

Knowledge:	– Detailed knowledge of Process Equipment – In depth knowledge of Machine Corrective / Preventive Maintenance – Good knowledge of Critical Spare Parts Management – Adequate knowledge of Preventive Maintenance Scheduling – Comprehensive knowledge of Maintenance Operations – Good Financial Acumen – Thorough Knowledge of Total Preventive Maintenance – Detailed knowledge of Inventory Management
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AREAS OF RESPONSIBILITY

1	Plant Maintenance
	– Conducts detail design review of all systems (Mechanical); Manages plant maintenance i.e. planned and unplanned activities; Implements preventive maintenance schedule; Checks cleaning and commissioning of all mechanical systems – Monitors performance testing of plant as per the contract; Defines measures to timely identify and rectify anomalies; Reviews daily breakdown log sheet, inspects maintenance activities and maintains checklists – Examines nature of machine faults through root cause analysis and outlines corrective maintenance action; Guides subordinates for resolution of escalated Mechanical problems – Reviews report on condition monitoring of instrument / equipment; Guides subordinates for inspection of faults highlighted in report; Evaluates regular machine faults, assesses nature and cause of malfunction – Conducts technical and safety trainings of subordinates and addresses related queries and concerns – Inspects safety standards in coordination with HSE Manager; Maintained adherence with PPE guidelines and identifies safety gaps; Seeks feedback/recommendations on implemented HSE standards; Devises action plans for minimization of deviation from set HSE standards – Devises control mechanism to timely identify and eliminate all causes of machine failure, prevent machine breakdowns and validates enhancement of equipment efficiency and productivity
2	Inventory Management
	– Estimates material / spare parts required for preventive and corrective maintenance and maintains safety stocks – Prepares Purchase Requisition for required material and ensures compliance with material delivery schedule – Undertakes inspection of O&M and LTSA spare parts and EPC tools; Maintains record of inventory in store – Crosschecks material received and validates specifications / quality; Checks and ensures availability of material/spare parts stock in Store
3	Noncompliance Supervision
	– Reviews the overall manpower status from EPC; Checks conformance with the defined plan and proposes measures to mitigate deviations – Coordinates with electrical and I&C to review piping & instrumentation drawings; Reviews and analyzes detail design drawings of the system i.e. Piping material, temperature and flow requirements of the system – Reviews each line and loop of the system and validates inspections i.e. hydraulically or pneumatically as per quality inspection and test plan
4	Third Party Analysis / Inspection
	– Undertakes workshop inspection of HEI vendors; Oversees checking and inspection of construction activities; Undertakes welding inspection of pipes and equipment as per the quality inspection procedure – Monitors quality of workmanship as per approved fabrication procedure, installation and welding procedure; Ensures compliance with the inspection and test plans – Undertakes different tests i.e. welder qualification tests, performance testing of plant and reliability test as per the contract; Participates for the Inspection of material at site; Highlights corrective actions in surveillance report in case of any damages or non-compliances – Formulates NCR or punch list in case of any major deviation from quality of workmanship or design – Reviews inspection reports, analyzes findings and brainstorms measures to eliminate loopholes; Proposes rectification measures in liaison with concerned stakeholders – Performs any other work assigned by the Management.