LEAD MAINTENANCE TECHNICIAN BLA-526101

13. BASIC FUNCTION OF POSITION

Under the direct supervision of Electrical Engineer (BLA 526052), the incumbent serves as Supervisor-Preventive Maintenance at the post. Supervises a multi trade force of skilled and semi-skilled tradesmen in scheduled and non-scheduled maintenance, regular preventive maintenance and repairs at NCC, GO buildings and 60 short or long terms apartments situated at multiple locations and associated equipments.

14. MAJOR DUTIES AND RESPONSIBILITIES OF POSITION

Receives works orders, revives and assigns the tasks to the tradesmen, issues necessary expendable supply and equipment from supply stores, adjusts work load to meet emergencies and demands in the installation, de-installation, renovations, Overhaul of all type equipment, appliances. Supervises day to day performance of team of electricians, AC technicians, Plumbers, carpenters, mason and painters to complete work orders and schedules the preventive maintenance of major equipments at the apartments and GO buildings in regular intervals. Reads blue print, single line diagrams and explain to technicians. Provides on job training to the electricians and AC technicians. Provides necessary inputs of ICASS count of work orders to the Work Order Clerk. Responsible to account tools and inventory. Directs maintenance section driver for optimum use of transportation.
45%

Participates in development of preventive maintenance schedules, implements preventive maintenance of electrical panels, UPS,AC units and household equipments like dryer , washer, oven , cooking range etc., fire alarm panels, fire extinguishers, DG sets, HVAC and acts as a team leader to perform preventive maintenance of STL/LTL apartments. In coordination with maintenance supervisor, comply recommendation of fire and safety and SHEM, thermography and recommendation of RSO's for safety of apartments such as installation and testing of security alarm panels, lock Mylar films etc. Maintains work area safe and clean. Supervises minor designated repairs and maintenance projects. Prepares list of spares required for equipment maintenance.
45%

Provides necessary supports such as additional lighting, power outlets and ensures clean surrounding to the parties hoisted at Consulate General premises. Performs any other duties as directed by Electrical Engineer/Asst. Facility Manager/Facility Manager as and when required. Acts as back up for Maintenance Supervisor BLN-526006 and work order clerk. **10%**

15. QUALIFICATION REQUIRED FOR EFFECTIVE PERFORMANCE.

a) EDUCATION: Minimum high School before completion of 3 year diploma in electrical trade or air-conditioning and refrigeration or Mechanical trade from a government recognized Institute.

b) PRIOR WORK EXPERIENCE:
Minimum three years of technical work experience at a large establishment.

c) POST ENTRY TRAINING:
Basic operation of Computers, Preventive maintenance of equipment's, Pest control, SHEM and operation of PASS program or GMMS.

d) LANGUAGE PROFICIENCY:
Level III (good working knowledge) in English (speak, read and write) and level III (good working knowledge) in Hindi/Marathi (read and speak).

e) JOB KNOWLEDGE:
Must understand service manuals operating instructions of equipment. Must have sound Knowledge in theoretical and practical in the trade of Electrical / Air conditioning and Refrigeration or Mechanical trade .Safety procedure and codes.

f) SKILLS AND ABILITIES:
Ability to perform minor repairs, ability to read and understand diagrams. Must be able to use all tools of the trade, must be able to supervise multi trade work force effectively . Must have four wheelers driving license and should know basic operations of computer

16. POSITION ELEMENTS:

a) Supervision Received
Rater: Electrical **Engineer (BLA 526052)**

b) Supervise Exercised:
Supervises multi trade staff (electrician, HVAC technician, plumber, trade helpers)

c) Available guidelines.
Verbal or written instructions , General practices of the Electrical /Mechanical / Air-conditioning and Refrigeration trades requiring technical skills for the execution of jobs. Must know local safety regulations, codes, procedures, reference books and technical manuals and American Consulate policy guidelines.

d) Exercise of Judgment:
Setting priorities and making quick decisions. Take independent decision at the times of emergencies.

e) Authority to make Commitments:
May commit up to $100/- for spare parts for maintenance in the absence of Facility Management officer, Assistant Facility Manager/Civil Engineer, Electrical Engineer

f) Nature, Level and Purpose of Contact:
Maintains contact at his level with Electric supply Company, Municipality .Maintains job related contacts with fabricators and contractors.

g) Time Expected to Reach Full Performance Level:
One year