

## Job Description

|              |                              |              |                         |
|--------------|------------------------------|--------------|-------------------------|
| Job Title    | <b>Manager Maintenance</b> - | Department   | <b>Maintenance</b>      |
| Reporting To | <b>Executive Director</b>    | Job Location | <b>Mandi Gobindgarh</b> |

### Position Summary:(Purpose, expected results & degree of freedom)

**A results-driven Maintenance Manager with expertise in plant maintenance, equipment reliability, and asset optimization. Proven ability to minimize downtime, improve operational efficiency, and lead preventive and predictive maintenance initiatives while ensuring safety, statutory compliance, and cost-effective operations.**

### Principle Job Responsibilities

- Lead maintenance and utilities operations to ensure maximum equipment availability and reliability.
- Plan and implement preventive, predictive, and breakdown maintenance to minimize downtime.
- Manage utilities, maintenance shutdowns, equipment overhauls, and engineering improvement projects.
- Drive Kaizen, cost reduction, energy optimization, and plant reliability initiatives.
- Conduct root cause analysis and implement corrective and preventive actions for equipment failures.
- Plan machinery upgrades, plant modifications, and layout improvements to enhance productivity.
- Monitor maintenance budgets, spare parts inventory, and contractor performance.
- Ensure compliance with safety, statutory, environmental, and QMS requirements.
- Maintain maintenance records, SOPs, technical documentation, and equipment history.
- Lead and develop the maintenance team while coordinating with Production, Quality, and other support functions.

### Job Specification ( Knowledge, Skill & Ability )

|                         |                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualification</b>    | <ul style="list-style-type: none"> <li>• <b>Minimum:</b> Bachelor's degree in Mechanical /Production / Industrial Engineering</li> </ul>                                                                                                                                                                                                                                                              |
| <b>Experience</b>       | 7-10 Years of experience in Hot Rolling Mill or metal industry                                                                                                                                                                                                                                                                                                                                        |
| <b>Team strength</b>    |                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Job Competencies</b> | <ul style="list-style-type: none"> <li>• High equipment availability with minimum downtime.</li> <li>• Timely preventive and predictive maintenance compliance.</li> <li>• Effective cost, energy, and resource optimization.</li> <li>• Full compliance with safety, statutory, and QMS requirements.</li> <li>• Continuous improvement in plant reliability and maintenance performance.</li> </ul> |

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|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | <ul style="list-style-type: none"> <li>• Effective team leadership and cross-functional coordination.</li> </ul>                                                                                                                                                                                                                                                                                    |
| <b><i>Performance Standards</i></b> | <ul style="list-style-type: none"> <li>• Achieve at least 95% adherence to maintenance schedules and project timelines.</li> <li>• Ensure 100% compliance with safety and quality standards.</li> <li>• Maintain equipment downtime to a minimum, with effective execution of preventive maintenance.</li> <li>• Cost Saving due to reduction in waste, rework and improved productivity</li> </ul> |
| <b><i>Total Reward</i></b>          |                                                                                                                                                                                                                                                                                                                                                                                                     |

**Disclaimer:** “Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.”

**Sign - off:** I have read and understand the contents of this Job Description and I shall discharge my responsibility to the best of my abilities and with utmost dedication.

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|-----------------------------------|--------------------------------------|------------------------------------|
|                                   |                                      |                                    |
| <b><i>Individual Employee</i></b> | <b><i>Head of the department</i></b> | <b><i>Head Human Resources</i></b> |