



LLOYDS METALS & ENERGY LTD.

Regd. Office and Works : Plot No. A1 & A2, MIDC Industrial Area, Ghugus 442 505, District Chandrapur (MS), Tel : 07172-285398, 07172-285103
Corporate Office : A2, 2nd Floor Madhu Estate, Pandurang Budhkar Marg, Lower Parel, Mumbai-400013, Tel : +91-22-62918111
www.lloyds.in | CIN: L40300MH1977PLC019594 | Email: investor@lloyds.in

Job Description

Position Name : - AGM-Mechanical 100TPD
Qualification : - Diploma/ BE Mechanical/ B.Sc.
No. of Experience: - Above 18 Years
Age : - 35-45

Role & Responsibility :-

1. Utilize available resources optimally.
2. Prepare daily Maintenance planning for general in charge
3. Prepare preventive maintenance schedule & its implementation.
4. Prepare condition-monitoring plan & its implementation.
5. Prepare of shutdown plan & its implementation.
6. Advance planning and mobilizing the availability of critical spares of equipments.
7. Advance planning and mobilizing the availability of critical spares of equipments.
8. Prepare purchase requisitions for parts, services, equipment / tools rental related to orders being planned, or as requested by the Maintenance team(Supervisors, Engineers, Manager)
9. Inspecting of material received at stores
10. Maintain cost control
11. Prepare maintenance budget with coordination of mechanical maintenance head
12. Planning & coordinating with mechanical head for modification/improvement job.
13. Planning & Coordinating with maintenance head for spare and maintenance planning
14. Controlling the quality and reliability of maintenance work done in all shifts
15. Maintaining proper & healthy environment in department
16. Proper utilization of manpower, their empowerment & skilled development.
17. Motivational training to juniors and technicians.
18. Safety of manpower & machines.
19. Pollution control & housekeeping.
20. Upgrading maintenance tools & tackles.
21. Regular training regarding personal & job safety.
22. Preparing bill of material, Estimate of work for any modifications in existing system.
23. Checking physical verification & checking of contractor bill.
24. Reviewing condition-monitoring data sent by General Incharge and forward it to Planning Maintenance Module (PM Module)

Name		Pawan Meshram	Sanjay Kumar
Designation		AVP-HP	Unit Head
Sign			
	Initiated By	Forwarded By	Approved By



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- 25. Reviewing breakdown maintenance data sent by General Incharge and forward it to Planning Maintenance Module (PM Module).
- 26. Reviewing Preventive maintenance data sent by General Incharge and forward it to Planning Maintenance Module (PM Module)
- 27. Reviewing Shutdown maintenance data sent by General Incharge and forward it to Planning Maintenance Module (PM Module)

Name		Pawan Meshram	Sanjay Kumar
Designation		AVP-HP	Unit Head
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