

Job Description: Assistant Manager – Maintenance

Location: Hoshiarpur Plant, PAGREXCO

Reports To: Maintenance Manager

Position Overview:

We are seeking an experienced and skilled Assistant Manager – Maintenance with a strong background in instrumentation and automation to join our team at the Hoshiarpur plant of PAGREXCO. The ideal candidate will be responsible for managing and executing maintenance activities related to instrumentation, troubleshooting, calibrations, and the automation systems within our food processing plant. The role will require hands-on expertise in preventive maintenance, interlocking systems, PLCs, and EC drives, as well as the capability to support new plant installations and manage spare parts inventory.

Key Responsibilities:

- **Instrumentation & Automation Maintenance:**
 - Oversee the maintenance and troubleshooting of all instrumentation, PLCs, and EC drives across plant operations.
 - Ensure proper functioning of all automation systems, including interlocking systems and control panels.
 - Support the automation and process control system upgrades and new installations.
 - Perform regular calibrations and troubleshooting of equipment to minimize downtime.
- **Preventive Maintenance:**
 - Develop, implement, and monitor preventive maintenance schedules to ensure plant equipment operates efficiently.
 - Conduct routine checks and ensure all systems are in optimal working condition.
 - Identify areas for improvement in maintenance processes to increase uptime and reduce operational disruptions.
- **Troubleshooting & Repairs:**
 - Address emergency breakdowns quickly and efficiently to minimize production downtime.
 - Troubleshoot and resolve complex issues with instrumentation and automation systems.

- Work with maintenance teams to develop corrective action plans for recurring issues.
- **Record Keeping & Documentation:**
 - Maintain accurate records of maintenance activities, calibrations, and repairs.
 - Ensure compliance with safety and regulatory standards in all documentation.
 - Manage the inventory and proper storage of spare parts, ensuring the timely procurement of required materials.
- **Collaboration & Reporting:**
 - Report on maintenance activities, breakdowns, and equipment status to the Maintenance Manager.
 - Coordinate with plant operators and other departments to ensure smooth and safe plant operations.
 - Support the team with training and guidance on instrumentation systems and preventive maintenance practices.
- **New Plant Installations & Software Updates:**
 - Support the installation of instrumentation and automation systems for upcoming plants.
 - Assist with the configuration, testing, and commissioning of new systems.
 - Stay updated on emerging technologies and software for plant automation and instrumentation.

Qualifications & Experience:

- **Educational Qualification:**
 - B. Tech/Diploma in Instrumentation Engineering or a related field.
- **Experience:**
 - Minimum 5 years of experience in maintenance and instrumentation, ideally within the **Food Processing Industry**.
 - Hands-on experience with PLC, SCADA, EC drives, and interlocking systems.
 - Expertise in troubleshooting and calibrating instrumentation systems and automation equipment.

- Experience in preventive maintenance planning and execution in a manufacturing environment.
- **Skills & Competencies:**
 - Strong technical skills in instrumentation, automation, and control systems.
 - Ability to troubleshoot complex electrical and instrumentation issues effectively.
 - Familiarity with software used in plant automation and instrumentation.
 - Excellent problem-solving skills and ability to work under pressure.
 - Knowledge of maintenance best practices, safety standards, and industry regulations.
- **Location:**
 - Hoshiarpur, Punjab (Candidate should be willing to work at this location).

Personal Attributes:

- Strong communication skills and the ability to collaborate with cross-functional teams.
- Detail-oriented with strong organizational and documentation skills.
- Ability to lead by example and mentor junior staff.
- Proactive, with a focus on safety and operational efficiency.