



Regd. Off.: Unit No. 1, Riddhi Siddhi, Corporate Park, V. N. Purav Marg,
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- Involved in checking & freezing equipment and GA drawing.
- Involved in preparing Vendor data base by communicating & collecting their capabilities & specialisations.
- Involved in visiting vendor facility / work place & categorise them by giving grade.
- To prepare the cost vouchers section wise to upload in SAP.
- Follow up the progress of the equipment as per schedule at vendors end.
- To carry out the inspection of the ready Equipments at vendor facility & plant after receiving.
- Erection Activity:
 - Erection with alignment of static & rotary equipment as per the equipment layout with the help of selected contractors & engineers
 - Fabrication & erection of metallic / non-metallic piping & tanks.
- Testing & Trial run of the Equipments as per manufacturer recommendation.
- Involved in complete commissioning of the plant.
- To check & certify the bills raised by the contractors & vendors.

**OPERATION AND MAINTENANCE OF UTILITIES & MAINTENANCE OF PLANT:-
Maintenance**

1. Day to day maintenance of static & rotary Equipments of plant & utilities.
2. Ensuring max availability of the equipment by planning & scheduling of preventive as well as predictive maintenance.
3. Planning & scheduling of turnaround / shutdown maintenance.
4. Planning for the procurement of optimum required spares considering different maintenance activities.
5. Involved in developing vendor as per the requirement.
6. Involved in indigenization of imported items.
7. Involved in developing equipment & system for the betterment.
8. Involved in conducting technical training for engineers & technicians to train them in advance / correct maintenance techniques.
9. Involved in conducting safety training to create awareness about safety.

	<p>10. Involved in documentation & implementation of ISO 9001, 14001 & OHSAS standards.</p> <p>11. To plan & execute process / system modifications as per the requirement of process / maintenance.</p> <p>12. Involved in implementing SAP maintenance module.</p> <p>13. Attending day to day production meeting & conducting departmental meeting.</p> <p>14. Involved in appraisal meeting of the subordinates.</p> <p>15. Involved in the maintenance of forklifts (gas & diesel)</p> <p>Operation of Utilities:</p> <p>1. Having experience in the operation of the following utilities.</p> <ul style="list-style-type: none"> ➤ FO and Coal fired thermic fluid heater. ➤ Air compressor reciprocating, centrifugal & screw type ➤ Water treatment plant (DM plant, RO plant & Softner plant) ➤ Operation of tank farm. ➤ Effluent treatment plant ➤ Cooling towers, Chilling Plant
Experience	15 Years Plus
Contact	Rajesh M Rathi – Executive Director
E mail id	careers@easternpetroleum.in
Web site	www.eastto.in , www.easternpetroleum.in
Preference	<p>Do not contact in office hours.</p> <p>Need person residing in Mumbai preferred in near by distance area of office Area Chembur, Sion, Dadar, Santacruz – Navi Mumbai, Panvel, Kamothe area only.</p> <p>To call after the person received the call letter only</p>