

PACKAGES CONVERTORS LIMITED BU-FC	Document type Job Description
	Title Maintenance Supervisor

Prepared by Aamer Butt	Approved by <i>[Signature]</i> BUM FC	PAGE 1(1)	REV 3	DATE 01.07.2024	DOC NO. JD/Maint./BUC/02
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Job Identification

Position : Maintenance Supervisor
Location : Offset Department

Key Organizational Relationship

Accountable To : Incharge, Maintenance

Basic Functions

To rectify the mechanical faults on machines as instructed by Incharge Maintenance.

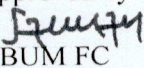
Duties and Responsibilities

1. To attend to the malfunctioning machines as advised by Incharge Maintenance
2. To check the malfunction reports of the machines.
3. Two to three times round of the Department looking for any malfunctioning/abnormality of the machine.
4. Guiding the machine operators to operate/adjust machines if they are not doing it correctly.
5. Assisting Incharge in overhauling of machines.
6. **Giving Incharge useful suggestions that may improve productivity, quality, and case of operation.**
7. **Keeping proper records of Cleaning and Lubrication Plan and Preventive plans**
8. **Keeping proper records of downtimes (day wise) and finding ways to eliminate them**

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9. Condition based monitoring and Time base Maintenance of parts to avoid breakdowns.
Why-Why Analysis of breakdowns and proper implementation of methods to avoid re-occurrence of breakdowns
10. Arranging PR documents for ordering parts
11. Suggestion of new ideas and innovations
12. Training of new co-workers
13. Liaison with Mechanical Workshop and Civil work related maintenance jobs.
14. Working on projects assigned by the Incharge Maintenance.
15. Ensure safety at machine floor.
16. Responsible for the implementation of safety procedures and format.
17. Give safety instructions/training to his workers and machine operators.
18. Ensure proper usage of PPE's at machine floor.

