
	PROC:TF	Procedure Manual – TF
	Page 1 of 2	Subject: Responsibility Matrix – GI Supervisor

- 1.0 Purpose : To meet the set Galvanizing Target
2.0 Objective : To ensure smooth operation of GI Plant
3.0 Scope : To facilitate smooth production activities
4.0 Responsibility : GI Supervisor/ In charge
5.0 Review : Every Quarter

Responsibilities:

- Planning of operation of GI plant, checking and maintaining the critical levels of operation of the plant of GI tank, acid tank and other areas.
- Checks the quality received from machine shop/weld shop and prepares plans for optimum use of GI plant. Maintain threshold inventory of Zinc, furnace oil and other consumables used in GI plant.
- Identify training needs of employee's workout effective training programs organize in house training. Organize bench marking programs, Provide motivational and communication training.
- Maintaining quality of galvanizing by dipping time stud of various parts and maintain database for that.
- Maintenance of the plant deterioration due to acid fumes and other wear and tears in coordination with Incharge maintenance.
- Responsible for all safety aspects and risk during operation.
- Preparation of standard operating procedures (S.O.P) and adhere to them.
- Planning of non telecom jobs and scheduling them.
- Preparation of DO and DON'T chart and making it available on board for operators.
- Identify skill of operators and deploy them accordingly.

- Check the quality and implement SQC for quality assurance, check the quality of incoming material and prepare all documents for that.
- Sample checking of the part produced and maintain records.
- Cost reduction planning at shop floor and implementation of them.
- Time and method study to optimize production.
- Develop congenial working atmosphere at shop floor.
- Providing micro level data on day to today basis and maintain record of them.
- Operation and maintenance of FTP, Scrubber and oil fired heating furnace.
- Monitoring consumption of consumables for various processes.
- Monitoring consumption of Furnace oil.
- Measuring and monitoring of effectiveness of effluent treatment of plant prevention & mitigation of failure of Air pollution control equipment.
- Ensure all safety guidelines are being followed in plant to avoid accidents and health hazards to workers and environmental aspects are taken care of.

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Approx Salary :- Negotiable

Years of Experience: - 4-6 Years

Qualification: - Diploma / Graduate

Location: - UPSIDC, Sikanderabad,

Interview Location : A-10, - UPSIDC, Sikanderabad