

JOB DESCRIPTION

Job Title	Assistant Maintenance Manager-Vehicle & Equipments
Division / Department / Function	Vehicles & Equipments
Approved By (Immediate Supervisor)	Maintenance Manager : Vehicle & Equipments
Date	September'11

1. JOB PURPOSE

<ul style="list-style-type: none"> • Ensure availability of vehicles and Equipments in good working condition for Day to Day smooth operation and maintenance of Airport. • Maintenance & Renewal: ensure maintenance and renewal of road tax, insurance , fitness certificate and ADP of all vehicles and airside equipment according to BIAL maintenance principles and defined procedures • Ensure compliance: <ul style="list-style-type: none"> ○ with national and international rules and regulations ○ with all safety regulations according to BIAL's safety concept and SMS at all times • Quality assurance: <ul style="list-style-type: none"> ○ track adherence to agreed service levels by contractors ○ initiate quality and continuous improvement initiatives ○ regularly train employees and contractors on airport safety and industrial safety • Contractors: coordinate, maintain, ensure with contractors as per SLA's. • Team Development: plan, lead, monitor & further develop the team and contract workers. • Taking on stand-by duty from time to time: according to stand-by schedule. • Documentation & Reporting: • Maintain records of maintenance procedures and activities. • Maintain complete records and instantaneously report all events. • Implementation and 100% usage of SAP PM Module. • Procurement: Assisting the Maintenance Manager and the Manager -Procurement on technical issues in the procurement of equipment and vehicles. • Procedures and concept for V&E: Following up comprehensive procedures, schedules and frequencies for all relevant V&E activities in accordance with BIAL maintenance and safety principles. • Telephone & helpdesk: coordinate with other maintenance cells for setting up cooperation with the call center organization for 7/24 availability. • Spare parts: identify key spare parts and ensure their availability in due time. • Tools, equipment: identify tools and equipment for workshop and ensure their availability always • Clearances for V&E: ensure that all official clearances for the equipment are obtained.
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2. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities
Preventive Maintenance	<ul style="list-style-type: none"> ➤ Zero un-serviceability of the CFT, Force Ambulance, TATA vehicles, and TPS equipments, Doosan and Chicago Pneumatic Compressor and other Equipments. Timely reporting of requirement of spares. ➤ Zero un-serviceability of the Maruti, Mahindra, Toyota, Swaraz Mazda and Tavera vehicles, L.G Compressors and MANATEC Equipments. ➤ Timely reporting of requirement of spares.
Workshop Maintenance	<ul style="list-style-type: none"> ➤ Upkeep of Work area, Work benches Equipments. ➤ Adhere to ISO 14001 implementations.
SAP	<ul style="list-style-type: none"> ➤ Implementation, updating SAP in Daily usage. ➤ SAP training to Sr. Technicians and staffs and monitoring.
Safe operations of All Equipments	<ul style="list-style-type: none"> ➤ Special attention to the safety of user/ operation/maintenance staff. ➤ Timely updating maintenance reports. ➤ Zero accidents
Development of in-house skills, self-training and Special Tasks.	<ul style="list-style-type: none"> ➤ Self-sufficiency in maintenance by internal resources like welding, drilling and usage of special tools and equipments, attending all assigned in house and External Training. ➤ Handling of special works assigned time to time. ➤ SAP implementation and self-training, attending all assigned in house and External Training. (on going)
Training	<ul style="list-style-type: none"> ➤ Training to the Subordinates, contract drivers and operators.
Customer satisfaction	<ul style="list-style-type: none"> ➤ Satisfied customers (internal and external).

3. MAJOR CHALLENGES

<p>Zero un-serviceability of the Crash Fire Tenders, Water Tender, Equipment Truck, Ambulances, runway marking equipments like line laser & road laser, Road sweeper.</p> <p>Serviceability of Water tankers, sewage bowser, Towable compressor, Mini vibratory roller, Plate compactor, Landside towing vehicles,</p> <p>Technical Evaluation for the procurement of new Airport Equipments.</p> <p>Zero un-serviceability of the Maruti, Mahindra, Toyota, Swaraz Mazda and Tavera vehicles, L.G Compressors and MANATIC Equipments</p>
<p>Contract implementation: As per the time period stipulated for the work.</p> <p>Self-sufficiency in maintenance by internal resources.</p> <p>Ensure availability of round the clock alerted and dedicated team.</p>
<p>SAP Implementation, updating SAP in Daily usage</p>

4. INTERACTIONS

Internal Interaction

All the various user divisions, for their need of vehicles and equipments.

Material Management Dept. for in time Spares procurement and its availability.

SAP team for implementing new requirements in SAP.

External Interactions

Vehicle and Equipment manufacturer representatives, dealers, service representatives and RTO.

Tools & Consumable suppliers.

5. DIMENSIONS

Financial Dimensions

Other Dimensions

- Total direct staff working under is 17 nos.
- Total Contract staff working under is 39 nos.

6. SKILLS AND KNOWLEDGE – WHAT THE JOB REQUIRES AND NOT WHAT THE INCUMBENT HAS

Educational Qualifications

- Diploma in Automobile Engg.

Relevant and total years of Experience

- 4 years of experience as Manager of a small to medium sized companies and experience in administration of Service shop, handling the internal and external customers and suppliers and vendors.
 - 7 years of total experience with a deep understanding of Automobile service, Maintenance and Operations.