

# Job Title

## **Plant Head — Petrochemicals Plant**

**Location:** Sheikhpura District, Punjab, Pakistan

**Department:** Operations

**Reports to:** Managing Director / Chief Operating Officer (COO)

**Position Type:** Full-time, On-site

## 1. Position Summary (Short)

The Plant Head is accountable for the safe, legal, efficient, and profitable operation of the petrochemicals manufacturing facility in Sheikhpura. This role leads operations, maintenance, HSE (Health, Safety & Environment), production planning, quality assurance, and team development to meet production targets, regulatory requirements, and company objectives.

## 2. Overall Objectives (Top-level deliverables)

- Ensure safe operation with zero major incidents and continual reduction in LTIs (Lost Time Injuries).
- Achieve production targets (volume, on-time dispatch) and product quality to meet customer specifications.
- Optimize plant availability and reliability through robust maintenance and turnaround planning.
- Control operating costs and utilities consumption to meet budget and efficiency targets.
- Maintain full regulatory compliance (Punjab/EPA Pakistan, provincial labor laws, hazardous materials regulations).
- Develop a high-performing workforce and succession plan for key roles.

## 3. Key Duties & Responsibilities

### 3.1. Leadership & Management

1. Provide overall leadership for plant operations, maintenance, and HSE functions; set clear priorities and performance expectations.
2. Build and sustain a culture of safety, compliance and continuous improvement across all shifts and departments.

3. Chair daily/weekly operations meetings, monthly performance reviews and annual planning sessions.
4. Recruit, mentor and develop plant management team (production managers, maintenance manager, HSE manager, QA manager).
5. Implement performance management (KPIs, appraisals, development plans) and succession planning.

### **3.2. Production & Operations**

1. Plan and deliver production schedules to meet monthly/quarterly targets; coordinate with supply chain and sales for inventory management.
2. Monitor process variables, yield, and quality metrics; take corrective actions to reduce deviations.
3. Supervise start-up, shutdown and turnaround procedures; ensure all SOPs are followed.
4. Approve operating procedures and emergency response plans; ensure proper shift handovers.

### **3.3. Maintenance & Reliability**

1. Develop and implement preventive and predictive maintenance strategies (CMMS utilization, vibration analysis, thermography, etc.).
2. Plan and execute planned shutdowns / turnarounds with clear schedules, risk assessments and contractor management.
3. Track equipment availability and execute root cause analysis for recurrent failures.
4. Control spares inventory and critical procurement to minimize downtime.

### **3.4. Health, Safety & Environment (HSE)**

1. Ensure compliance with all HSE regulations and company policies; lead incident investigations and corrective actions.
2. Implement and monitor permit-to-work systems, confined-space entry, hot-work permits and process safety management elements.
3. Oversee environmental performance (emissions, effluents, hazardous waste management) and liaison with provincial environmental authorities.
4. Drive safety training, drills (fire, emergency shutdowns), and contractor safety management.

### **3.5. Quality & Regulatory Compliance**

1. Ensure products meet technical specifications and customer requirements; coordinate with QA/QC for laboratory validation and documentation.
2. Maintain compliance with local regulations: factory laws, chemical handling rules, Punjab Environ Protection Authority requirements, and relevant national standards.

3. Prepare for and lead audits (internal, customer, regulatory); implement corrective and preventive actions.

### **3.6. Financial & Commercial**

1. Prepare and manage the plant operating budget; report variances and implement cost-control measures.
2. Identify and lead plant improvement projects (energy efficiency, yield improvements) with ROI justification.
3. Approve purchase orders within delegated authority and review major CAPEX proposals.

### **3.7. Stakeholder & Community Relations**

1. Liaise with local authorities (district administration, labor inspectorate) and emergency services.
2. Engage with community stakeholders in Sheikhupura on environmental and social matters; manage grievance/complaints processes.
3. Ensure timely and accurate reporting to head office and external regulators.

## **4. Authorities / Decision Rights**

- Full operational control of plant processes and shift operations.
- Authority to stop plant operations in the interest of safety or regulatory non-compliance.
- Approval authority for operating expenditures up to the defined financial delegation.
- Recommend CAPEX investments to senior management.
- Hire/terminate plant-level staff within HR policies and delegated powers.

## **5. Job Specification — Qualifications & Experience**

### **Minimum Qualifications**

- Bachelor's degree in Chemical Engineering, Mechanical Engineering, Petrochemical Engineering or related field.
- A postgraduate degree or diploma (MBA/MS) is desirable but not mandatory.

### **Experience**

- Minimum 18–20 years of relevant experience in petrochemical / chemical plants, with at least 5 years in a senior leadership /Plant Head/ Operations Head role.
- Hands-on experience with continuous process units (polymerization, distillation, cracking units, etc.) is highly preferred.

- Demonstrable experience in HSE leadership, turnaround management, and process reliability.

### Technical Knowledge & Certifications (Preferred)

- Strong understanding of process control, P&IDs, process safety management (PSM), HAZOP, and risk assessment.
- Familiarity with CMMS systems (SAP PM, Maximo or equivalent), and quality management systems (ISO 9001).
- Certifications such as NEBOSH, Lead Auditor (ISO) or equivalent are advantageous.

## 6. Competencies & Behavioral Attributes

- **Leadership:** Proven ability to inspire, develop teams and lead change.
- **Decision-making:** Timely, data-driven judgment, especially under pressure.
- **Safety mindset:** Personal commitment to safety and ability to influence others.
- **Technical acumen:** Strong process engineering and maintenance understanding.
- **Communication:** Clear, concise reporting and ability to represent the company to regulators and community.
- **Problem-solving:** Structured troubleshooting and continuous improvement orientation (Lean/Six Sigma awareness desirable).
- **Ethics & Integrity:** High standards of compliance and corporate governance.

## 7. Key Performance Indicators (KPIs)

- **Safety:** Total Recordable Incident Rate (TRIR), Lost Time Injury Frequency Rate (LTIFR) — target: continuous reduction.
- **Production:** % of on-time production vs target, plant utilization rate.
- **Quality:** % of product meeting specs, customer complaints per 1,000 MT.
- **Reliability:** Plant availability (%), MTBF/MTTR improvement targets.
- **Cost:** Operating cost per MT, energy consumption per MT, maintenance cost as % of replacement value.
- **Environmental:** Emission and effluent compliance incidents — target: zero non-compliances.

## 8. Working Conditions & Physical Requirements

- On-site presence required; frequent shift oversight including nights, weekends and emergency on-call duties.
- Work in industrial environment with PPE requirements (noise, heat, chemical exposures) — must be fit for industrial duties.
- Travel to head office, vendors, and occasional international suppliers as required.

## 9. Handovers & Reporting

- Prepare and maintain up-to-date SOPs, emergency response plans and plant logbooks.
- Submit daily shift reports, weekly performance reports and monthly management reports to COO/MD.
- Ensure formal handover when going on leave or transfer with a clear deputy identified.

## 10. Onboarding & First 90-Day Plan (Step-by-step)

**Day 0–7:** Site orientation, safety inductions, meet key teams, review critical safety documents and emergency procedures.

**Day 8–30:** Review operational history, KPIs, maintenance backlog, ongoing projects, and regulatory obligations. Meet major contractors and suppliers.

**Day 31–60:** Audit key systems (HSE, QA/QC, CMMS), complete gap analysis, start quick-win projects (energy, spare parts rationalization).

**Day 61–90:** Present 90-day action plan and 12-month operational roadmap to senior management with prioritized CAPEX and resource requirements.

## 11. Notes on Local / Legal Context (Pakistan — Punjab)

- The Plant Head must ensure compliance with relevant provincial and federal laws related to factories, labor, hazardous materials handling and environmental protection. This includes coordination with the Punjab Environmental Protection Agency and local labor inspectorate.
- Maintain accurate statutory records for employee working hours, overtime, and safety training as per local employment laws.

## 12. Salary & Benefits (Optional to include)

- Competitive market salary commensurate with experience.
- Benefits: Company maintained 1600 cc car with 300 liters petrol per month, medical, life insurance, provident fund/retirement contribution (as per company policy), performance bonus, paid leave entitlements.