

JOB DESCRIPTION

Job Title

Head of Maintenance (Mechanical & Electrical)

Reporting To

Chief Executive Officer (CEO)

Department

Engineering / Maintenance

Location

Group Operations (Close to Multan)

Job Purpose

The Head of Maintenance is responsible for the **strategic planning, leadership, and execution of all Mechanical and Electrical maintenance functions** across the group. The role ensures **maximum plant availability, reliability, safety, energy efficiency, and cost control**, while aligning maintenance strategy with business objectives and production targets.

Key Responsibilities

1. Strategic & Leadership Responsibilities

- Develop and implement **group-wide maintenance strategy** covering preventive, predictive, corrective, and shutdown maintenance.
- Act as **custodian of all Mechanical and Electrical assets**, ensuring optimal lifecycle management.
- Lead and mentor **Maintenance Managers, Engineers, Supervisors, and Technicians** across all units.
- Establish standardized **maintenance policies, SOPs, KPIs, and best practices** for the group.
- Provide strategic input to the CEO on **capital investments, plant upgrades, and technology improvements**.

2. Mechanical & Electrical Maintenance Management

- Oversee maintenance of:
 - Production machinery and process equipment
 - Electrical systems (HT/LT panels, transformers, generators, UPS, motors, drives)
 - Utilities (boilers, compressors, chillers, HVAC, water treatment plants)
 - Instrumentation, automation, and PLC/SCADA systems
- Ensure high equipment reliability through **planned maintenance programs**.
- Lead root cause analysis (RCA) of major breakdowns and implement corrective actions.

3. Budgeting & Cost Control

- Prepare and control **annual maintenance budgets** for all plants.
- Optimize maintenance costs without compromising safety or equipment reliability.
- Control inventory of **critical spares and consumables**.
- Evaluate and manage **maintenance contracts, vendors, and service providers**.

4. Safety, Compliance & Risk Management

- Ensure compliance with:
 - Factory and labor laws
 - Electrical safety regulations
 - Environmental and HSE standards
- Lead maintenance-related **risk assessments, audits, and inspections**.
- Ensure safe work practices, PTW systems, LOTO procedures, and emergency preparedness.

5. Continuous Improvement & Energy Management

- Drive continuous improvement initiatives (TPM, Lean Maintenance, Reliability Engineering).
- Lead **energy efficiency and conservation programs**.
- Analyze downtime data and OEE trends to improve production efficiency.
- Introduce digital maintenance systems (CMMS, predictive analytics).

6. Coordination & Reporting

- Work closely with **Production, Supply Chain, Quality, HR, and Finance**.
- Provide regular reports to the CEO on:
 - Plant availability and downtime
 - Maintenance KPIs
 - Safety incidents
 - Budget utilization and cost savings
- Support expansion projects, new installations, and commissioning activities.

Authority Level

- Approve maintenance plans, shutdown schedules, and spare parts procurement within approved limits.
- Recommend CAPEX for equipment replacement and modernization.
- Enforce maintenance standards and disciplinary actions within department.

JOB SPECIFICATION

Educational Qualifications

- Bachelor's Degree in **Mechanical Engineering or Electrical Engineering** (Mandatory)
- Master's Degree / MBA / MS Engineering (Preferred)
- Professional certifications (PEC registration, NEBOSH, TPM, Reliability Engineering) will be an advantage

Experience

- Minimum **15–20 years** of progressive experience in maintenance within **manufacturing / production industries**
- At least **5–7 years** in a **senior leadership or head-level role**
- Proven experience managing **both Mechanical and Electrical maintenance functions**
- Experience in **multi-plant or group operations** preferred

Technical Competencies

- Strong knowledge of:
 - Mechanical systems, rotating equipment, utilities
 - Electrical power distribution and control systems
 - Automation, instrumentation, and PLC systems
- Expertise in preventive and predictive maintenance methodologies
- Working knowledge of CMMS and maintenance planning tools
- Sound understanding of safety, statutory, and compliance requirements

Managerial & Behavioral Competencies

- Strategic thinking and strong business acumen
- Leadership and people management skills
- Decision-making under pressure
- Strong communication and presentation skills
- Ability to influence at senior and board levels
- High integrity, discipline, and accountability

Key Performance Indicators (KPIs)

- Plant availability and uptime
- Maintenance cost per unit of production
- Mean Time Between Failures (MTBF)
- Mean Time To Repair (MTTR)
- Energy consumption reduction
- Safety performance and zero-accident culture
- Maintenance budget adherence

Working Conditions

- Based at factory location and head with **frequent visits to head office**
- May require availability during shutdowns, emergencies, and critical breakdowns