

Job Description: Electrical Supervisor

Department: Engineering/Maintenance

Reports to: Electrical Engineer

Max. Age limit: 45 yrs.

Remuneration -Daily wage basis.

Company Overview:

HOMCO is a leading homoeopathic pharmaceutical manufacturing unit dedicated to producing high quality products in compliance with cGMP standards. We are seeking an experienced Electrical Supervisor to oversee electrical operations, ensure efficient commissioning of our new cGMP second division unit, and maintain existing electrical infrastructure.

Duties and Responsibilities:

1. Supervision of Electrical Operations:

Lead and manage electrical maintenance and engineering teams to ensure optimal performance and safety.

Oversee day today electrical operations within the facility, ensuring compliance with cGMP regulations.

2. Commissioning of New cGMP Unit:

Collaborate with engineering teams during the commissioning phase of the new second division unit.

Conduct thorough inspections and testing of electrical systems, including 1250 KVA transformer and 500 KVA and 750 KVA generators.

Ensure that all electrical installations meet regulatory standards and internal specifications.

Overseeing day-to-day operations on the project site, ensuring adherence to regulations, safety protocols and project timelines.

3. Maintenance Management:

Develop and implement preventive maintenance programs for all electrical equipment, including transformers, generators, and distribution panels.

Troubleshoot and resolve electrical issues promptly to minimize downtime and maintain production schedules.

4. Safety and Compliance:

Enforce safety standards and best practices related to electrical operations, ensuring compliance with local, state, and federal regulations.

Conduct regular safety audits and training sessions for electrical staff.

5. Project Management:

Coordinate with project teams and contractors to ensure timely and cost-effective completion of electrical installations and upgrades.

Monitor project progress, addressing any issues that may arise during the commissioning phase.

6. Documentation and Reporting:

Maintain accurate records of maintenance activities, inspections, and compliance audits.

Prepare regular reports on electrical system performance, maintenance activities, and project updates for management review.

7. Technical Support:

Provide technical expertise and guidance to engineering and maintenance teams regarding electrical systems and troubleshooting procedures.

Stay updated with the latest technologies and advancements in electrical systems relevant to the pharmaceutical industry.

8. Inventory Management:

Oversee inventory management of electrical supplies and spare parts, ensuring availability for maintenance and repair activities.

Liaise with procurement for timely acquisition of necessary materials and equipment.

Qualifications:

Education: Diploma in Electrical Engineering or a related field.

Experience: Minimum of 10 years of experience in electrical supervision, preferably in a pharmaceutical or cGMP environment.

Certifications: Relevant electrical certification (Certificate of competency from (KSELB)Kerala State Electricity Licensing Board preferred.

Skills: Strong knowledge of electrical systems, including high voltage and backup generators.

Excellent problem -solving skills and attention to detail.

Strong communication and leadership abilities.

Proficiency in electrical design software and tools.

Tenure and Renewal:

Initial appointment for 179 days with the possibility of renewal based on performance and project requirements.

Travel:

- Be willing to travel to different parts of Kerala as required to oversee project execution and address any on-site challenges of HOMCO at any site in Kerala.

Terms and Conditions

1. The employee is expected to comply with all safety regulations, and quality control procedures in the pharmacy.
2. The employee must maintain the confidentiality of all proprietary information and data obtained during the course of employment.
3. This appointment may be terminated with or immediately for just cause.
4. The appointment shall not be considered as a right of regularisation.
5. Absence from work without permission shall result in termination of appointment without notice.
6. The electrical supervisor is expected to maintain flexibility in their work hours, being available to work in any shift as required and to respond to emergency situations outside of regular hours when necessary.
7. The tasks assigned by the managing director or the responsible officers must be completed in a timely manner and all the rules of the pharmacy must be strictly followed.
8. The appointment is purely temporary on daily wage basis for 179 days only, however can be terminated or dismissed without notice before, if the work is not satisfactory or if any kind of lapses or insubordination or disrespectful behaviour is noticed.
9. The appointment is temporary until a new appointee comes by a procedure as decided by Administrative Council or as directed by the Government or if a new post is created in Valiya kalavoor division and appointment is done to the post.

Application Process:

Interested candidates are invited to submit their resume and cover letter to homcojobs@gmail.com by application deadline.