

## **Job Description: Maintenance Officer**

Location: Greater Noida

Reporting To: Factory Manager

Industry: FMCG – Bakery & Confectionery

### **Role Overview**

We are looking for a proactive and technically skilled Maintenance Officer with prior experience in bakery or cake manufacturing plants. The candidate will be responsible for ensuring uninterrupted operation of all production machinery and utility systems by carrying out preventive, predictive, and breakdown maintenance.

The ideal candidate must have sound knowledge of mechanical and electrical systems, be hands-on with automation-based bakery lines, and ensure compliance with all safety and statutory requirements.

### **Key Responsibilities**

- **Equipment Maintenance**
  1. Carry out preventive and breakdown maintenance for all production machinery including mixers, depositors, ovens, cooling conveyors, and packaging machines.
  2. Maintain equipment performance logs and ensure timely lubrication, calibration, and part replacements.
  3. Reduce unplanned downtime through root cause analysis and quick resolution of technical issues.
- **Utility Maintenance**
  4. Oversee maintenance of compressors, air dryers, chillers, AHUs, DG sets, and electrical panels.
  5. Ensure continuous availability of utilities like compressed air, power, and cooling for production lines.
  6. Monitor power load distribution and energy efficiency of equipment.
- **Preventive Maintenance Planning**
  7. Prepare and implement preventive maintenance schedules for all machines and utilities.
  8. Maintain and update maintenance records and checklists.
  9. Plan spare parts inventory to avoid machine stoppages due to part unavailability.
- **Breakdown Management**
  10. Attend to machine breakdowns immediately and coordinate repair work efficiently.

11. Analyze root causes of repetitive failures and suggest corrective actions.
  12. Maintain breakdown history and generate downtime analysis reports.
- Project & Installation Support
13. Support Factory Manager during installation, commissioning, and trials of new equipment.
  14. Coordinate with OEM technicians and vendors for troubleshooting and modifications.
  15. Assist in utility layout planning and improvement of machine performance.
- Safety & Compliance
16. Ensure all maintenance work follows safety protocols and lock-out/tag-out procedures.
  17. Conduct safety inspections of machinery and utilities.
  18. Ensure compliance with statutory requirements for electrical panels, pressure vessels, and DG sets.
- Continuous Improvement
19. Support energy-saving initiatives and monitor power and air consumption trends.
  20. Recommend technical improvements for efficiency and cost optimization.
  21. Participate in TPM/Kaizen activities for continuous improvement.

### **Qualifications & Experience**

Education: B.Tech / Diploma in Mechanical or Electrical Engineering.

Experience: 3–6 years in FMCG/Bakery industry, preferably with cake production lines.

Strong knowledge of electrical, mechanical, pneumatic, and automation systems.

Experience with preventive maintenance planning and utility systems management.

### **Key Skills**

- Hands-on with bakery and packaging machinery maintenance.
- Strong troubleshooting and problem-solving ability.
- Knowledge of electrical safety, PLCs, and control panels.
- Ability to manage technicians and ensure shift maintenance coverage.
- Documentation and reporting skills.

### **What We Offer**

- Opportunity to work in a modern, automated cake manufacturing facility.
- Exposure to state-of-the-art machinery and utilities.
- Growth in a fast-paced FMCG startup environment.