

JOB DESCRIPTION:**JOB TITLE: Project Engineer (O&M)****No of position: 1****Responsibility Summary:**

MEPZ Special Economic Zone, Department of Commerce, Ministry of Commerce & Industries, Government of India invites applications from enterprising and aspiring candidates for the position of Strategy Consultant to the Office of Development Commissioner, MEPZ SEZ, (www.mepz.gov.in). Government of India set up Madras Export Processing Zone (MEPZ) in the year 1984 as a Multi-Product Zone. It had been converted into a Special Economic Zone in the year 2003. MEPZ SEZ is located at Tambaram in a close proximity of 9 km from Chennai International Airport and about 30 km from the Chennai Sea Port. MEPZ SEZ is headed by the Development Commissioner, who is of the rank of Joint Secretary to the Government of India. MEPZ SEZ has the jurisdiction of Special Economic Zones (SEZs) and 100% Export Oriented Units (EOUs) located in the State of Tamil Nadu, UT of Puducherry (Pondicherry and Karaikal areas) and UT of Andaman & Nicobar Islands.

MEPZ Zone has a total area of 262 acres. The Zone became operational with the commencement of exports in 1985-86. There are about 124 Units in MEPZ SEZ operating in Manufacturing and Service Sectors like Apparel, Engineering, Electronics, Chemicals, Aerospace, Pharmaceuticals, Gem & Jewellery, IT/ITES, etc. The Zone provides direct employment to more than 35,000 persons.

Overall Responsibility:

The Project Engineer for O&M will be responsible for overseeing of operation and maintenance of MEPZ Assets. This role includes ensuring the efficient and safe functioning of all systems, minimizing downtime, and coordinating scheduled and unscheduled maintenance activities. The Project Engineer will work closely with maintenance teams, contractors, and relevant authorities to ensure that all operations and maintenance activities are performed in compliance with SEZ standards and central government regulations. The role requires a proactive approach to identifying potential issues, implementing preventative maintenance strategies, and optimizing operational performance to meet the SEZ's goals.

Key Duties and Responsibilities:

- Develop and implement preventive maintenance programs for all facilities and equipment
- Manage and supervise facility maintenance staff, contractors, and vendors.

- Conduct regular inspections of facilities to identify potential hazards and ensure compliance with the State and central government norms.
- Identify and prioritize facility-related projects and allocate resources accordingly.
- Ensure that all facilities are equipped with necessary safety equipment and that staff is trained to use it.
- Maintain accurate records of maintenance and repair activities, as well as expenses.
- Provide technical support and guidance to other departments as needed

Qualifications and Skills:

- Bachelor's degree in Mechanical Engineering/ Electrical engineering.
- 3-5 years of experience in facilities management or a related field.
- Strong understanding of mechanical, electrical, and plumbing systems
- Experience in project management, including budgeting and scheduling
- Ability to read and interpret technical drawings and specifications
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Familiarity with local and regulations related to facilities management
- Experience with energy efficiency and sustainability initiatives is a plus
- Responding to emergencies that required immediate attention to keep the facility safe and operation.
- Preparing of reports and documents related to building maintenance and repairs.
- Co ordinating with outside vendors and contractors for maintenance and repair services, market rate analysis.
- Perform facility inspections and report on conditions affecting operations
- Monitor and supervise HVAC preventive Maintenance contracts
- Respond to emergencies
- Prepare and submit summary reports of conditions in buildings and recommend actions to be taken
- Review and understand equipment and methods of operation, BMS system, fire/life safety, and other systems
- Comply with all safety procedures and requirements

Number of post: 1 (One), the number of post may increase or decrease or cancel based on the final decision of the Competent Authority.

Remuneration and Duration of Engagement:

The Project Engineer shall be appointed on a contractual basis for a period of one year extendable up to a maximum of three years or more with approval of competent authority. A gross monthly remuneration of Rs. 40,000/- to Rs. 50,000/- per month shall be offered to the selected Project Engineer based on their past experience, previous pay, etc.

Application Process:

- Candidates may apply through email (Email ID: ddc2@mepz.gov.in).
- The subject of the email shall be "Application for [Name of the Post] / [Name of the Candidate]."
- There is no registration/application fee.

Selection Process:

- Suitable candidates will be shortlisted from the total applications for the selection process.
- Final selection will be based on the selection criteria fixed by the Selection Committee.