

PUNJAB PUBLIC SERVICE COMMISSION

Subject:- REQUISITION OF ONE (01) POST OF ASSISTANT EXECUTIVE ENGINEER (E&M) (BS-17) FOR STRENGTHENING BARRAGES IN PUNJAB APPOINTMENT OF SPECIALIZED STAFF FOR MANAGING SCADA AND ELECTRO MECHANICAL WORKS ON CONTRACT BASIS FOR A PERIOD OF THREE YEARS (EXTENDABLE) IN THE PUNJAB IRRIGATION DEPARTMENT.

Qualification / Experience:

- a) Bachelor's Degree (2nd Division) in Mechatronics/Electronic/Electrical Engineering from a recognized university and registration with Pakistan Engineering Council.

Place of Posting: Any where in Punjab.

Job Description/Job Analysis/.

Main Responsibilities and Tasks:

Assistant Executive Engineer shall be responsible to organize and coordinate all field operations and maintenance activities of Network Equipment(s) including the electrical and MCTS network, to guarantee reliable network performance and quality of service and ensure targets are met and all Field operations activities are carried out in accordance with standard policy and procedures.

His duties can broadly be described as under:-

1. Operations and Maintenance of Electrical Network

Ensure proper functioning of all Network equipment (covering 11 KV, LCPs, Control Building, and Spares etc.) Monitor, develop and implement preventative & corrective maintenance plans in accord with the defined procedures in order to ensure routines and projects are implemented on schedule to avoid any adverse service impact.

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2. Operations and Maintenance of MCTS Network

Organize Operation and Maintenance of all Transmission network equipment (covering SCADA System, PLCs, Control Room Operation, Radio System, Video Surveillance System etc.) in order to ensure proper functioning of the MCTS network.

3. Performance Indicators

Review operational performance indicators, in order to ensure performance KPI targets are met. In an event of noncompliance, take appropriate actions and implement

solutions for improving performance. Ensure that the monthly reports are discussed and agreed with immediate supervisor.

4. Resource Management

Plan all resources and define activities for the general and shift duty and manage resources to meet the regional deliverables. Prioritize activities within the activities.

5. Staff Management

Ensure staff performance is reviewed regularly and plans are designed and executed for adequate training and development in order to improve performance and productivity.

6. MTTR (Mean Time to Repair)

Ensure that the mean time to repair for outages is under the specified targets. Take necessary steps to identify and reduce the outages causes

7. Delegated Powers

He has delegated powers of disbursement on behalf of Executive engineer for the establishment as well as works in his charge. And for this purpose, he has been given cheque book, cash book and he maintains a chest in strong room. For the purpose of receipts, he has given a Receipt Book and receives money on behalf of Department.

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