

Job Description



Function: Production Technician Incumbent: Superior Function: Production, Shift Superintendent Job family: Operations Date: 20/01/2020	Subordinate Functions: Nil		
	Minimum Requirements: <ul style="list-style-type: none"> Engineering Certificate / Diploma in chemical, process or mechanical engineering or 3 years' experience in chemical plant. 	Desirable Skill / Knowledge <ul style="list-style-type: none"> Process management 	Signature Incumbent / Date
	Functional/Technical <ul style="list-style-type: none"> Operations reporting protocol application Data & statistical analytics Process unit and utilities operations management Standard operating procedure development and implementation Emergency response management Sample management 	Competency <ul style="list-style-type: none"> Ensures Accountability Drives Results Communicates Effectively Action Oriented Customer Focus Collaborates 	Signature Superior / Date
	Key Dimensions: NBR plant in PG		Band: G3 – G2

Purpose of the Job:

He or she could work as day or shift. He shall carry out the duties and responsibilities as technician, to operate and maintain all related equipment, processes and other facilities in safe and efficient mode. He is to ensure that all safety procedures and standards are maintained and followed in carrying out any works in his area, either by him or 3rd party. He is responsible to the Production Superintendent, and to carry out any related tasks as requested or instructed by him. The technician is required work closely with Senior Technician and to take his requests and instructions as guidance to carry out the duties. Any usual event, unsafe conditions, near miss, incident and accident shall be reported to the Production Superintendent for corrective action and further response.

Main Accountabilities:

- Follow all plant safety requirements and participate in activities to continuously improve safety performance. Lead/participate in department and site safety initiatives including attending and leading safety meetings as assigned.
- Comply to work procedures (SOPs), Synthomer Policies, Code of Conduct, Employee handbook, Core Values, SHEMS, SHE principles/10 golden rules, safety induction, QMS procedures and regulatory requirements to meet departmental objectives and ensure work activities are performed safely.
- Execute and maintain safe and reliable plant operations by performing routine process activities and utilities operations at plant sites, as well as basic frontline maintenance activities, in accordance with Standard Operating Procedures (SOPs). The process activities is such as pre-weight and preparing for chemicals mixes as per recipe amount according to production plan and follow checklists, chemicals transfer, dosing, handling, storage, disposing, segregation and treatment, raw materials unloading by follow checklists and materials receiving, Reactor/reaction preparation activities, Stripper/stripping preparation activities, latex finishing/compounding/adjustment, latex filtration/sieving process, latex transferring, rework, blending, refilter and treatment, clean/change strainers/filters, plant troubleshooting and shutdown/start-up activities, taking and send samples, taking routine production checklists, hygiene practice, assist latex loading/unloading and packaging activities (when required), routine housekeeping/cleaning and perform 5S', operating plant equipments, pump, agitator, seals, and etc.
- Monitor, guide and instruct contract worker for helpers/housekeeping activities only by following the SOPs and site rules.
- Monitor process parameters and perform in-process sampling to ensure that the product quality is within customers' requirements.
- Read information in the process log book for at least the last shift, and if necessary, to understand what had been happening since the last day worked.
- Perform structured rounds in the field to ensure equipment and plant operations are within safe operating limit.
- Take and keep accurate, written record considered as necessary by the company during the shift i.e. activity log book, equipment log and check sheets etc. and monitor condition of all equipment within the assigned unit.
- Participating and complete any training and competency program provided.
- Keep in constant contact with Senior Technician as to the operational needs and work together to resolve present and potential problems.
- Keep the Production Superintendent informed and always up-to-date, on any troubles i.e. Equipment malfunction, potential failures, abnormalities or changes concerning or affecting operations. To seek guidance from him on any uncertainties or unresolved issues.
- To maintain a clean and safe work area as required to meet company's housekeeping standards and to allow orderly completion of duties.
- Keep proper relief or hand-over to the oncoming technician about all the process information, problems, operation changes and special tasks.
- Work closely with maintenance and contractors ensuring permits and equipment insulation(s), line clearing, confirm to safety standard and procedures.
- To be competent person as Emergency Respond Team, Fire Fighting, Rescue Team, AESP, First Aider and Forklift driver and perform the duty as per required.

Expected Deliverable:

Accurate mixes and number of reject, delivery of required services on time and to cost/quality standards, accurate record activity log book, equipment log and check sheets.

Other Responsibilities:

- Perform any duties assigned by his superior from time to time.