

Mechanical Helper

Job Title

Mechanical Helper

Job Objective

- Assist in the timely completion of maintenance tasks and projects.
- Comply with all company policies, procedures, and regulations.

Primary Responsibility

- Assist in performing maintenance and repair tasks on mechanical equipment in the plant, including but not limited to crushers, conveyors, pumps, compressors, and rotary kilns.
- Support the mechanical maintenance team in inspecting, troubleshooting, and diagnosing mechanical issues.
- Assist in the implementation of planned preventive maintenance (PPM) schedules and maintenance work orders.
- Carry out basic maintenance tasks such as lubrication, cleaning, and greasing of equipment.
- Assist in the installation, alignment, and leveling of equipment.
- Follow safety protocols and maintain a safe working environment at all times.
- Ensure proper documentation and record-keeping of maintenance activities, including work performed, materials used, and time taken.
- Report any equipment malfunctions, abnormalities, or potential hazards to the supervisor.

Performance Indicators

Effective running maintenance
Time required to carry out jobs
Quality of job

Organizational Relationships

Upwards : Mechanical Engineers
Functional Liaison : P&PD, Electrical, Instrument

Educational Qualification

Class VIII Passed