

Operations

JOB DESCRIPTION

POSITION TITLE : Field Operations – Machine Operator			
Reporting to	State Operating Head	Role	Machine Operator
Grade	L1-2	Location	Respective State

PREAMBLE

The Machine Operators at BlueVerse play a pivotal role in the efficient management of the washing department, guaranteeing that vehicles are thoroughly washed and polished in adherence to standard operating procedures. Their responsibilities encompass liaising with dealer staff, operating automated wash machines, conducting pre-washing and executing wash processes, handling alarms and breakdowns, maintaining and cleaning equipment, coordinating with external vendors, and diligently recording and reporting daily activities. Their contributions are integral to the seamless implementation of the "Wash As A Service" (WAAS) arrangement, ensuring its overall success.

KEY ACCOUNTABILITIES: (Key Result Areas - KRA)

- Liaison with dealer staff for daily work in the washing department.
- Transport vehicles from the workshop for washing and polishing.
- Load/unload vehicles in automated wash machines.
- Pre-wash vehicles according to standard procedures.
- Execute predefined wash processes in automated wash machines.
- Perform final touch-up and polishing of vehicles as per SOP.
- Ensure vehicles are washed and polished to standard and SOP.
- Perform re-touch-up/re-polish if vehicles are delivered the next day.
- Manage parking/un-parking of vehicles for washing purposes.
- Address alarms and take corrective actions as instructed by the service team.
- Maintain and clean machines based on the daily check sheet.
- Timely refill wash and ETP chemicals on a daily basis.
- Clean various machine parts as per SOP using appropriate tools and materials.
- Collect and store sludge as per schedule and SOP.
- Coordinate with NABL lab representative for daily water sample collection.
- Coordinate with authorized sludge collection vendor for timely disposal.
- Address minor breakdowns with assistance from the service team.
- Ensure quick response time to minimize breakdowns.
- Perform manual vehicle wash during longer breakdowns to meet dealer requirements.
- Clean and maintain the wash area and its surroundings.
- Maintain stock of consumables, tools, and spares.

Record and report daily activities, including vehicles washed, chemical consumption/refilling, breakdowns and causes, cleaning frequency of parts, daily checklist updates, spare parts repairs/replacements/purchases, alarms reported, and customer feedback.

EDUCATION AND EXPERIENCE & REQUIRED KNOWLEDGE, SKILL & ABILITIES

- Prior experience in the automobile washing industry or vehicle washing is preferred, with the ability to comprehend and communicate in English, Hindi, and the local language. While educational qualifications are not mandatory, a willingness to learn and adapt is highly valued.

Ability to work independently and as part of a team.

REPORTING RELATIONS

- Reporting to State Operating Heads

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

- The position requires full time physical presence, attention & devotion at the work.
- Requires the ability to employ safe work habits.
- Requires the ability to work productively and cooperatively with others.
- Able to work 12 to 14 Hrs as and when required.

REMUNERATION

- Rs. 10K to Rs. 12K (Including the DBT of Rs. 1500/-)

CONCLUSION

- This JOB DESCRIPTION is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position

APPROVAL SIGNATORIES:

Initiated by:	Date :	Approved by:	Process Owned by:
Sr. Manager Operations	Date :	GM – Operations	Head – HRD