



# PT. Inspektindo Sinergi Persada

## EMPLOYEE REQUISITION

ER.2212.004

*JOB TITLE (Title of employee will use on the job)*

Facility Technician

Date	: 08/12/2022	Amount of People	: 1
Department	: FAC	Requestor	: DARMOKO
Project Reference:	ISPLTP-OCTG-220003	Job Title	: ASSET, FACILITY & MAINTENACE SUPERVISOR
No			
Customer	: PERTAMINA HULU KALIMANTAN TIMUR, PT		

**Budget**

*JUSTIFICATION (Optional-State Any Additional Facts in Support of Requisition)*

Budgeted Replacement  
From : Ramdan

Replacement employee for Pak Ramdan in order to cover preventive maintenance & repair equipment for Project Kalimantan area, and Jakarta area if needed.

**KEY JOB DUTIES & RESPONSIBILITIES**

*REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background )*

1) Performing preventive maintenance of all equipment in the ongoing project at Kalimantan Area & Balikpapan Office, specifically for heavy equipment  
2) General repair of company equipment such as Grinder, dispenser, hand tools, etc  
3) Issue a service report after the work is completed (repair or maintenance work)  
4) Create daily activity reports  
5) Support administration work at Balikpapan office


Experience in equipment maintenance and preventive maintenance at least 1 years  
Have the ability to analyze a mechanical problem  
Understand basic MS Office is mandatory  
Basic English

### SIGNATURE APPROVAL

Department Manager : \_\_\_\_\_  
Date : \_\_\_\_\_

  
Human Resources : ORI SAPUTRA  
Date : 10/12/2022 05:57:13

  
Director : ESRA M SIAHAAN  
Date : 12/12/2022 15:21:06

  
Commissioner : JANNES SIBUEA  
Date : 14/12/2022 14:34:38