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| **Department** | Facilities and Engineering |
| **Job Title** | Maintenance Technician | FLSA Status | Non-Exempt |
| **Role** | HVAC Technician |
| **Sub Role (If any)** | N/A |
| **Reports To** |  |

1. **Role Purpose:**

*(Provide a brief summary of the primary purpose of this role)*

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| **Primary Role Purpose:**Perform routine preventive maintenance, and instrument calibration, to improve production facilities, laboratory, manufacturing and packaging equipment. **Secondary Role Purpose:**Perform routine preventive maintenance, corrective maintenance, daily systems monitoring and instrument calibration on utilities, systems and equipment supporting all office and production facilities. |

1. **Key Duties & Responsibilities:**

*(Briefly describe the essential activities that are performed by this role including key duties/responsibilities. Each statement should start with a verb. Additionally, indicate how frequently it is performed)*

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| **Primary Key Duties & Responsibilities:*** Follow cGMP policies, procedures, and training.
* Perform scheduled preventive maintenance, and instrument calibrations.
* Document all instrument calibrations and equipment preventive maintenance.
* Complete work order projects and document when completed.
* Perform electrical maintenance to install, maintain, and troubleshoot power distribution systems, branch circuits, lighting systems, transformers, and wiring methods and materials.
* Perform mechanical maintenance of all manufacturing and packaging equipment.
* Perform plumbing maintenance in replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc. Weld, solder and braze various piping and materials.
* Reconfigures, installs, positions, and remounts’ modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
* Prepares surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion. Maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
* Performs other work-related duties as assigned.
* Assists with maintaining building security and immediately responds to building emergencies on a 24-hour basis.
* Develop and maintain good working relationships across all levels in the organization.
* Other duties as assigned.
* Comply with FDA guidelines/Company Policies of Data Integrity.

**Additional Key Duties & Responsibilities:*** Adhere to cGMP policies, procedures, work instructions, and training.
* Perform scheduled preventive maintenance, and instrument calibrations.
* Perform regular utilities, and systems checks.
* Document all instrument calibrations and equipment preventive maintenance.
* Complete work order projects and document when completed.
* Perform mechanical and electrical maintenance to install, maintain, and troubleshoot stability chambers and specialty storage equipment such as refrigerators and freezers.
* Perform mechanical maintenance of all utility equipment such as compressors, heating, ventilating, and air conditioning (HVAC), boilers, chillers and generators.
* Perform plumbing maintenance and replace or repair to correct leaks in drains and faucets, and unclogging of drains.
* Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
* Develop and maintain good working relationships across all levels in the organization.
* May act as the project coordinator for projects including large scale repair and new facility construction projects
* Inspects buildings, utilities and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations
* Performs other work-related duties as assigned.
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1. **Typical Supervisory Responsibility:**

*(Identify any responsibilities the role has for supervising others)*

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| N/A |

1. **Education & Experience:**

*(Describe the education required for this role, including specifications, if any. If equivalent experience or knowledge can be substituted for the educational requirements, A combination of Education and experience shall be taken into account.)*

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| **Education Requirement** | **Specialization (If any)** |
| Diploma from a vocational school or college preferred with a focus in the EPA (Environmental Protection Agency) Certification and NATE (North American Technical Excellence) certification preferred. | *N/A* |
| *N/A* | *N/A* |

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| **Experience Requirement** |

*(Describe the experience required for this role. Identify the type of experience, number of years, and any additional comments on the experience and education requirements for the role. Also, include any geography specific requirement that differs from the experience*.)

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| *N/A* |
| Number of Years (Minimum to Maximum) | *N/A* |

1. **Technical competencies/ Certifications/ Licenses:**

*(Briefly describe the required competencies such as, skill, ability, knowledge an individual must possess to perform the role. Also, identify any certification or licenses required to perform the role.)*

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| **Technical competencies** | **Primary Technical Competencies:*** Demonstrated ability to multi-task and prioritize many different projects and workload
* Ability to work independently as well as part of a team
* Ability to communicate effectively, (written and verbally) with peers, management, contractors and vendors
* Must be a self- starter and highly motivated
* Experience/aptitude, ability to troubleshoot and repair equipment
* Ability to work all days and shifts, including overtime (24 hours a day, 7 days a week operation, including holidays).

**Experience and proficiency in the following areas:*** Automated control for equipment operation.
* Mechanical shop skills
* Blueprint and electrical schematic reading.
* Knowledge of CMMS programs.
* Preventative maintenance procedures.
* Industrial electrical power wiring.
* Industrial controls wiring and logic.
* Industrial Electronics.
* PLC programs.
* Industrial PC literacy.
* Knowledge of Fire Prevention Systems and Maintenance
* Knowledge of N.E.C.

**Additional Technical Competencies:*** Proficiency in: Automated control for equipment operation., Mechanical shop skills, Blueprint and electrical schematic reading., Knowledge of CMMS programs., Preventative maintenance procedures.
* Knowledge in industrial electrical power wiring, Industrial controls wiring and logic and Industrial Electronics.
* PLC programs and Industrial PC literacy.
* Knowledge of Fire Prevention Systems and Maintenance
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| **Certifications** | *N/A* |
| **Licenses** | *N/A* |
| **Other** | *N/A* |

1. **Physical demand and Work environment:**

*(Provide details regarding the physical demands and work environment that are essential to the role)*

* 1. Physical demands:

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| While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception. |

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* 1. Work environment:

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| *N/A* |