Position Title: Facilities & Utilities Manager

Job Code: EP-302

Responsibilities:

- The Facilities Manager will manage the operation, maintenance and repair of all related facilities and utilities ensure compliant, reliable and cost effective facilities are made available to internal customers on a 24/7 basis.
- The candidate will develop and carry out the annual, monthly, weekly and daily maintenance and operational plans for the Campus Facilities and Facilities Systems.
- He/she is responsible for forecasting, preparation and implementation of operating expense budget for the facility including Buildings, Grounds, GMP Utility and HVAC systems.
- His/her duties will include selecting, training and overseeing the performance of facilities staff and contractors.
- The candidate will provide daily direction and assign work priorities to staff and contractors, as well as oversee the delivery of facility-related services from contractors and service providers.
- Defining scope of work and required schedule for completion for contractors and service providers for all facility systems work is an important responsibility of this position.
- He/she will review cost estimates for contract work and drive cost reduction efforts, as well as ensure contractors and service providers deliver high quality, cost effective facility services.
- The candidate is responsible for inspections, audits and corrective actions of all Campus Facility Systems.
- He/she will develop, maintain and drive to resolution deferred maintenance audit checklists, submit monthly inspection report based upon observations, noting specific locations, conditions, recommendations for corrective action and estimated repair/replacement cost, as well as complete all documentation, including GMP/GLP documentation, related to the facility maintenance process including maintenance management system requirements, incident reports and discrepancies.
- The Facilities Manager will initiate and support investigations related to GMP/GLP and code compliance of Building, Grounds, HVAC and Utility Systems, develop and maintain 24/7 emergency response capabilities for the facility and coordinate shift exchange with other crews and promptly addresses any facility problems found during off shifts, and maintain GMP/GLP areas of the facility in a state of FDA inspection readiness.
- The candidate also supports construction projects to ensure seamless final acceptance and move in so that no unscheduled downtime results to operations.
• Conducting construction project reviews and analysis as it pertains to the facility operations and maintenance will be important.

Requirements:

• Engineering degree in a related field (mechanical or electrical) as well as 7-10 years of experience in facility maintenance in a pharmaceutical or similar corporate campus environment and five years of direct supervisory experience.
• Technical expertise in HVAC/Utility systems and knowledge of cGMPs as they relate to facility maintenance are essential. Background in biotech facilities maintenance strongly preferred.
• Demonstrated skills in leadership, communications and teamwork are required.
• Professional Engineering License and member of CIAPR.

INTERESTED AND QUALIFIED candidates:

For more information about this exciting opportunity, please submit your resume in Word format to: resume@pharmajobservices.com including current compensation package (base salary, bonuses, and other incentives) and expectations, if any.

Please to include in SUBJECT position number for which you are applying.

UNQUALIFIED CANDIDATES WILL NOT BE CONSIDERED

Know someone that might be qualified/interested? Just forward them this e-posting OR we will receive your confidential referral (we will not identify our source).

Pharma Jobs Services, Corp
P.O. Box 2183
Barceloneta, P.R. 00617-2183
Email: resume@pharmajobservices.com