

FACILITIES TECHNICIAN

The Facilities Technician is responsible for ensuring the integrity of the facility by operating, troubleshooting and performing minor repairs on HVAC and other systems which sustain the required environment in this facility, along with fire and security systems. Additional duties such as metrology, maintenance logs and general facility requests as needed.

Essential Duties and Responsibilities:

- Preventative maintenance of commercial equipment and systems including,
 - Inspect systems and their components (e.g. air conditioning, heating and refrigeration units, etc.) and identify necessary repairs.
 - Perform routine and preventative maintenance as needed and/or assigned per GMP requirements.
 - Clean systems (e.g. coils, condensation pans, drain lines, etc.) to ensure units are operating correctly.
 - Prepare maintenance documentation per GMP requirements.
- Responsible for operations and oversight of fire alarm and generators in coordination with the department Manager.
- Respond to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Maintain and perform corrective and preventative maintenance calibrations on GMP equipment.
- Work with Quality Assurance to ensure that all equipment is maintained and calibrated per GMP requirements.
- Help ensure that all building and maintenance policies, procedures, SOP's, codes, regulations, etc. are followed and enforced.
- Handle general repairs and services in all maintenance related disciplines, including minor electrical, finish work, painting, conference room set-up, etc.
- Participate in continuous improvement efforts.
- Other duties as assigned.

EDUCATION and/or EXPERIENCE

High school diploma and two years related experience and/or training; or equivalent combination of education and experience.

Equal Opportunity Employer