



Country: USA

GJFA Global Benchmark

ROLE PROFILE

General

Job Title: Technician II, Equipment Maintenance
Department: Engineering
Reports to (Job Title): Manager, Equipment Maintenance

Job Purpose

Performs trouble shooting, repair, preventive corrective maintenance of manufacturing equipment in assigned area(s) (may include: Bulk, Finish Dosage, Packaging, Iso Suite and Small Batch); Distribution other designated equipment and water systems in a qualified state to meet production schedules.

Major Accountabilities

Performs trouble shooting, repair, preventive corrective maintenance of manufacturing equipment in assigned area(s) (may include: Bulk, Finish Dosage, Packaging, Iso Suite and Small Batch); Distribution other designated equipment and water systems in a qualified state to meet production schedules.

Ensures all work carried out and equipment installed is safe, effective and in compliance with the appropriate industry and regulatory (FDA, DEA, OSHA) standards, and Departmental, Plant and Corporate Quality and HS&E policies and procedures.

Complies with Novartis Shared Values and Behaviors. Develops and maintains strong professional relationships with customers and teammates.

Continuously improves and broadens skills by participating in or initiating training. Supports group and site cost improvement goals, objectives and initiatives.

May participate in projects involving new equipment: advise Project Manager on the quality and suitability of proposed equipment, review equipment layouts, work with vendors, assist with validation efforts, write appropriate PM procedures, advise on which spare parts to procure, train teammates, etc.

Communicates to supervisor opportunities to improve equipment reliability and reduce maintenance costs. Promptly advises Maintenance management of issues that will adversely and significantly affect Production schedules

May assist with projects related to new or modified production equipment, regulatory compliance and other projects as required to support departmental objectives.

Ensures the completion of maintenance documentation in a timely and accurate manner.

Operates and maintains assigned utilities such as USP water system to assure they are operating to required standards and regulatory requirements.

Recognizes, develops, and implements opportunities for cost and risk reduction (improved methods, identifying adverse trends, etc).

Performs other duties as assigned

Adheres to all applicable procedures, cGMPs, company policies and any other quality or regulatory requirements. (For example: OSHA, DEA, FDA, EMEA, ANVISA, HS&E, etc.)

Key Performance Indicators (Indicate how performance for this role will be measured)
Refer to annual performance target setting.

Job Dimensions

Number of associates: No supervisory responsibility

Financial responsibility: No budget responsibility
(Budget, Cost, Sales, etc.)

Impact on the organization: Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

Education / Experience / Background

Education: Associate Degree in related field or equivalent training and experience

Languages: Fluent in written and spoken English

Experience: Minimum 4 years of work experience in manufacturing or maintenance environment. Experienced in regulated environments such as pharmaceutical, medical device, food and beverage preferred

Approvals

Manager:



Date:

12/7/18