



Code: 2529

Title: Facility Manager

Location: Northridge, CA (Los Angeles area)

Department: Operations

Description: The Facilities Manager will be responsible for all aspects of facility maintenance services throughout the company. Will be accountable for the successful operational planning, building infrastructure to maximize efficiency and productivity. This position will provide Project Management and support to Facility-related Projects and must have a strong understanding of GMP manufacturing environments. Will lead onsite services which including GMP cleaning & custodial services, pest control management, site security and onsite engineering relationship. Will continuously improve the workplace experience for the HemaCare onsite workforce and significantly contribute to the overall employee satisfaction.

Responsibilities:

- Coordinates with Purchasing for the acquisition of facility and equipment purchases by providing vendor options and quotes
- Coordinates with Warehouse staff and vendors for the delivery and placement of large facility deliveries (i.e., large equipment and vendor services)
- Maintains, qualifies, validates, and repairs equipment and rooms
- Maintains equipment and facility spare parts
- Communicates with technical experts to ensure proper function of equipment and efficient operation of the facility
- Manage complex systems and large numbers of instruments and equipment by strictly adhering to timelines, management of routine maintenance, equipment installation, operation, and performance qualification
- On-call for emergency facilities and equipment issues as well as on-call for setting up a response team for equipment malfunction and maintenance
- Supervise the procurement and use of all equipment according to Master Validation Plan
- Oversee the compliance and conformance of calibration, qualification, and validation status of equipment
- Supervises the coordination of facility support
- Performs and/or coordinates the cyclical preventative maintenance on all critical equipment
- Supports a controlled database for the documentation and trending of the performance readings (i.e., temperature readings, pressure readings, etc.) for critical equipment
- Creates and/or reviews equipment protocols, reports, SOP's, and other directive documents
- Performs investigations, root cause analysis, and CAPAs related to equipment and system issues
- Proactively communicates equipment status to affected departments during qualification, routine maintenance or unplanned maintenance of equipment
- Manages the timelines of calibration, preventive maintenance and qualification of all equipment and rooms to ensure all items comply
- Assists in ensuring a safe working environment throughout the facility for all employees



- Manages the safety of the laboratories and other operational areas by ensuring the proper storage of chemicals and biological waste and the proper function of the showers and eyewashes
 - Applies all applicable OSHA and related local safety requirements to all assigned work and ensures that the facility is within OSHA compliance
- Manages the compliance and completion of the following services:
 - Pest Control
 - Laundering Services
 - Cleaning and Janitorial Services
 - Medical and Chemical Waste
- Addresses additional requests involving the facility and its operations
- Manages the fire safety and emergency response within the facility

Supervisory Responsibilities This position has supervisory responsibility

Requirements:

- High energy level and a positive outlook coupled with the requisite “can do” attitude and a willingness to do what it takes to achieve personal and organizational goals and overcome obstacles
- Willingness to think outside of the box and adopt best practices to our small, but growing environment
- Ability to adapt to a constantly evolving environment
- Ability to troubleshoot equipment and facility failures and determine a plan to repair the failure quickly.
- Ability to adhere and maintain multiple schedules, deadlines, and appointments
- Discretion in handling confidential and sensitive matters
- Proficient use of Microsoft Office products including Word, Excel, Outlook, and PowerPoint.
- Ability to quickly learn new software programs as needed.

Education, Experience and Licensure

- High school diploma or comparable education, required.
- Associate’s or Bachelor’s degree preferred with a focus on technical or management areas.
- Requires 3 years of project management; preferably within a GMP environment
- Requires 3 years of maintaining equipment and facility; preferably within a GMP manufacturing site
- Familiarity with a work order system
- Knowledge of IQ/OQ/PQ
- Knowledge of HVAC operations
- Working knowledge of architectural, electrical, and mechanical systems preferred
- Some experience with ISO certification is preferred
- OSHA Certification preferred



- Must have a good driving record

Pay Range: BOE

Posted Date: February 1, 2019

We are an EOE employer - M/F/D/V