

## Facility Manager

**Req ID #:** 2608

**Location:** Northridge, CA

For over 40 years, HemaCare, a Charles River company, has worked to making a positive impact on the world by providing the highest quality cellular material and services to biotech and pharmaceutical companies and research organizations that are performing innovative research and developing novel cell-based therapies.

We recognize that our success depends on the vision and passion of our employees; that is why we are devoted to making HemaCare a rewarding and valuable place to work. We believe in making a difference, and at HemaCare, you will make a difference every day.

**JOB SUMMARY** 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 custodial/janitorial services, pest control management, site security (in collaboration with IT). Working in tandem with the Equipment Manager to ensure co-departmental duties are aligned and function optimally.

### Responsibilities:

- Responsible for the day to day management of the HemaCare Northridge Facility.
- Coordinates with the Mix Engineering Department and CBRE regarding the maintenance and/or repair of landlord supplies and maintained facility related equipment and systems.
- Coordinates with the approved cleaning/pest control vendors to ensure the facility remains sanitary and pest free.
- Coordinates with Procurement for the acquisition of facility and facility related 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, services and repairs facility related equipment and critical processing and storage areas
- Coordinates and/or performs the testing and overall maintenance of the facility Emergency Generator and ATS – Building Facility Emergency System.
- Ensures critical electrical safety checks are performed on both the facility and equipment, as applicable.
- Schedule and coordinate offsite shredding and storage of GMP compliant documentation and records adhering to FDA and HIPPA Guidelines.
- Schedule and coordinate Biohazard Waste – Stericycle collection on-site, pick-up and drop-offs with approved vendor.
- Leads and supervises Facility staff, outside vendors and contractors when on-site at HemaCare.
- Maintains facility spare parts inventory and replenishes necessary supplies (HEPA/air filters, tools, hand sanitizer, hand soap etc.)
- Installs wall mounted soap and hand sanitizer dispensers, troubleshoots assemblies, replaces batteries as needed. Ensures a disinfected and sanitized environment in all facility areas.

- Ensures maintenance and organization of all storage areas of the facility.
- Supervises cleaning and janitorial services of the kitchen, refrigerators, and ancillary equipment.
- 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 facility issues as responding to any facilities related equipment malfunction and maintenance
- Oversee the compliance and conformance of calibration, preventive maintenance, qualification, and validation status of facilities related equipment
- Manages the timely maintenance, calibration and repair of all facility safety systems (fire extinguishers, smoke detectors, oxygen monitors, eye wash stations, emergency shower, vacuum systems, etc.)
- Coordinates with the Mix Engineering Department for any maintenance, testing, inspection, or construction activities that may affect the HemaCare facility or facility related equipment.
- Performs and/or coordinates all corrective and preventative maintenance on all facility related equipment
- Supports a controlled database for the documentation and trending of the performance readings (i.e., temperature readings, humidity readings, etc.) for critical storage units and critical storage and processing areas of the facility
- Creates and/or reviews equipment protocols, reports, SOP's, and other regulated documents
- Performs investigations, root cause analysis, and CAPAs related to facility related equipment and system issues
- Proactively communicates equipment status to affected departments during qualification, routine or unplanned maintenance of the facility or facility related equipment
- Manages the timelines of calibration, preventive maintenance and qualification of all facility related equipment and critical storage and supply areas to ensure all item comply with current standards and regulations
- 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
  - Facility Cleaning and Janitorial Services - scheduling weekday, evening and weekend day porter duties and ensuring facility and individual HemaCare departmental needs are met
  - Coordinates and schedules the ordering of compressed gas tanks (CO<sub>2</sub>, O<sub>2</sub>, etc.)
  - Medical and Chemical Waste handling and disposal – AQMD, CERS declarations
  - Fire Life Safety and Emergency Response for the facility
  - Functions as the facility Chemical Hygiene Officer, maintaining a current inventory of chemicals and ensuring the availability of up to date Safety Data Sheets for all chemicals present.



- Addresses additional requests involving the facility and its operations with facility designated email and tracking system of open and closed work order tickets
- Perform additional duties as assigned by the Facility and Equipment Director.

**Supervisory Responsibilities** This position has supervisory responsibility for Facilities staff (Facilities Coordinators and Associates)

**Requirements:**

- Discretion in handling confidential and sensitive matters.

**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 facility 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 ticket-based system
- Data entry with CMMS software systems and tracking
- Knowledge of IQ/OQ/PQ
- Knowledge of commercial HVAC operations. Experience with cleanroom related HEPA filters in respect to air differential pressure systems and air particulate monitoring.
- Working knowledge of architectural, electrical, and mechanical systems preferred
- Some experience with ISO certification is preferred
- Experience reading plans and obtaining city permits for assigned construction projects with follow through to completion
- OSHA Certification preferred
- Experience with biomedical equipment, facilities, systems, multimeters, tachometers and comprehension of power, current, frequency and velocity.
- Experience with Facility Environmental Safety and Sustainability.

**Technical Skills**

- Proficient use of Microsoft Office products including Word, Excel, Outlook, and PowerPoint.
- Ability to quickly learn new software programs as needed.

**About HemaCare**

HemaCare, a Charles River company, is a global leader and trusted brand in the customization of human-derived biological products and services for biomedical research, drug discovery, and cell and gene therapy development. HemaCare's vertically integrated solutions support preclinical research, clinical studies from phases 1 to 3, and commercialization with high-quality RUO and GMP-compliant starting material and apheresis collections.

In January 2020, HemaCare was acquired by Charles River Laboratories, an early-stage contract research organization (CRO). Combined with Charles River's integrated, early-stage portfolio of discovery, safety assessment, and manufacturing support services, the acquisition creates a unique,



comprehensive solution for researchers and cell therapy developers and manufacturers worldwide to help accelerate their critical programs from basic research and proof-of-concept to regulatory approval and commercialization. Utilizing this broad portfolio of products and services enables our clients to create a more flexible drug development model, which reduces their costs and enhances their productivity and effectiveness to increase speed to market. We work closely with our clients throughout the clinical process to maximize success and drive positive clinical outcomes.

Together, with over 17,000 employees within 80 facilities in 23 countries around the globe, we are strategically positioned to coordinate worldwide resources and apply multidisciplinary perspectives in resolving our client's unique challenges. Our client base includes global pharmaceutical and biotechnology companies, government agencies, and hospitals and academic institutions around the world.

At HemaCare, we are passionate about our role in improving the quality of people's lives. We have proudly supported the development of 100% of the current commercially available FDA-approved immunocellular therapies. Our mission is to provide a best-in-class portfolio of high quality, customizable human cellular material and services to support drug discovery, scientific research, and cell therapy. This resonates from our employees and impacts our customers because we know that every day is an opportunity to advance discoveries and make a difference in someone's life.

For more information, please visit [www.hemacare.com](http://www.hemacare.com).

### **Equal Employment Opportunity**

HemaCare, a Charles River Laboratories Company, is an Equal Opportunity Employer M/F/Disabled/Vet

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