

# Facilities Mechanic (Jr.-Sr. level)

Job ID  
REQ-10029071  
Nov 21, 2024  
USA

## Summary

The Sr./Jr. Facilities Mechanic is responsible for performing a wide variety of activities following cGMPs and all safety regulations and oversees mechanical service calls and in-house repairs throughout facility and grounds, and determines necessary repair work.

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you. This is an onsite position.

Shift hours 2pm-12:30am 4- 10hr. shifts Wed.-Sat or Sun-Wed

## About the Role

### Major accountabilities:

- **Monitors work in one or more maintenance trades including electrical, HVAC, plumbing and routine equipment repair and installation of office fixtures.**
- **Acts as the interdepartmental liaison between the calibration team and the supported groups, coordinating scheduling issues, resolving calibration-related problems, and providing technical support, as required to all groups internal/external.**
- **Leads calibration program and repairs instruments, including troubleshooting of equipment and system malfunctions, ensuring compliance with good manufacturing practices (GMP).**
- **Provides technical training and guidance to staff members.**
- **Monitors and operates the Building Maintenance System (BMS).**
- **Responsible for timely execution and compliance for related PMs; supports department work order system program.**
- **Defines facility SOPs and other appropriate procedures to ensure high reliability of department documentation and procedures.**
- **Uses ability as a skilled specialist to contribute in development of concepts and techniques and to complete tasks in creative and effective ways.**
- **Works on assignments that are extremely complex in nature where independent action and a high degree of initiative are required in resolving problems and developing recommendations.**
- **Acts independently to determine methods and procedures on new assignments and may provide guidance and oversee the activities of other support personnel.**

### Requirements:

- HS Diploma and 4+ years' experience; or Associate's degree in a technical discipline or equivalent and 2+ years' experience preferably in GMP manufacturing
- Proficient in MS Office applications

- Ability to monitor BMS alarms/phone when on shift.
- Flexibility to accommodate all shifts on rotating basis every 4 months
- Must have the ability to work around laboratories, manufacturing areas and equipment, and must be able to regularly lift 10 - 20 lbs. and occasionally up to 50 lbs.
- Fluent in speaking / writing in English

The pay range for this position at commencement of employment is expected to be between \$34.95 and \$ 52.45 Hourly; however, base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors. You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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