Job Title: Facilities Manager

List Biological Laboratories, Inc. is a privately held company located in Campbell. The company specializes in the production of both native and recombinant bacterial toxins used for research purposes as well as GMP toxins and live biotherapeutic products, for exciting and emerging industry, for use in clinical trials use.

List Labs offers a congenial small company environment and the convenience of working in the South Bay Area.

We are seeking a highly talented, highly motivated, and self-driven Facilities Manager to manage and oversee the operations, calibration, and maintenance of biomanufacturing buildings and equipment supporting our clinical GMP manufacturing facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees equipment lifecycle, monitoring, maintenance, calibration, custodial and pest management programs
- Prepares, reviews, and maintains on time schedule for facility and equipment maintenance and calibration
- Develop and revise procedures as needed to describe operations.
- Complete required documentation in a timely manner.
- Works cross functionally with vendors, production, QC, validation, EH&S, SA&T and QA to schedule routine maintenance, calibration, validation or facility, equipment modifications.
- Plans, budgets and schedules facility modifications and services.
- Assesses impact of change control to qualified systems and equipment to ensure a state of compliance is maintained.
- Investigates, troubleshoots, and resolves problems which occur during routine operations tied to the facility, manufacturing equipment, and laboratory equipment.
- Complies with internal GMP procedures and follows FDA and other regulatory agency cGMP regulations/requirements for facilities and utilities for manufacturing.
- Complies with all safety procedures and requirements.
- Ensures compliance with building codes and applicable local rules, regulations, and laws.
- Manages inspections and audits of the facility related to CalOSHA, fire safety, etc.
- Oversee, direct, and supervises the facilities technician team.
- Trains and/or ensures training of personnel.
- Support employees' career development and growth.
- Other assigned tasks as requested.

QUALIFICATION AND EXPERIENCE

- BS/BA degree in facility management, engineering, or similarly related fields.
- 10+ years of related experience in facility management role; 5+ years' experience in supervisory role.
- Experience in working in GMP facility environment strongly preferred.
- Experience with validation oversight preferred

KNOWLEDGE, SKILLS AND ABILITIES

- Experience writing clear, concise, and accurate technical reports.
- Detail orientated paired with excellent leadership and communication skills, both oral and written.
- Solid understanding of the technical theories that provide the basis of the lab equipment functionality.
- Skilled in effective organization and project management.
- Strong business acumen, with strong understanding of manufacturing process and relationship to overall business goals.
- Broad knowledge of all environmental health and safety procedures, principals, and regulations (including OSHA, Cal OSHA).
- Knowledge of electrical, mechanical, and HVAC systems as well as the ability to read and understand complex electrical, mechanical and automation systems.
- Strong mechanical aptitude and troubleshooting abilities, solving problems with GMP manufacturing facility equipment/systems such as HVAC, boilers and steam/condensate, air handling units, chillers, cooling towers, compressed air/gasses, clean steam, freezers/cold rooms, fire protection, fire alarm, close loop pumping systems, electrical systems/motor controls, building automation, laboratory equipment/laboratory gasses, cryo-gasses, fuel handling systems, underground piping/utilities.
- Working knowledge of cGMP guidelines and compliance within controlled space.
- Experience in working in GMP facility environment required
- Expert knowledge of manufacturing utility systems (water, air, HVAC, etc.).
- Capable of multitasking and meet expectation in a rapid pace working environment.
- Ability to interact with all levels of management and staff.
- Standing, walking, sitting, reading, stooping, climbing ladders, crawling in/ through low spaces.
- Maintain detailed and accurate reports.
- Understanding of safety requirements working in a GMP Biopharmaceutical Production facility.
- Strong leadership, technical writing, and communication/presentation skills.
- Work schedule flexibility as required to support operations, requiring occasional after-hours coverage.

**If hired, List Labs will require that you provide evidence of your legal right to work in the United States. List Labs will not sponsor applicants for work visas at any time during recruitment or employment.

**No relocation. Local candidates only

Apply today! https://www.ziprecruiter.com/job/b44adc2c