

Job Title: Senior Manager, Facility Operations
Reports To: EVP of Manufacturing and Engineering Operations
Department: Manufacturing and Engineering Operations
Work Location: Headquarters
FLSA Status: Exempt
Revision Date: October 6, 2022

Job Summary:

The Senior Manager, Facility Operations manages all facility related activities including manufacturing utility support and maintenance. Oversees and coordinates facility operations and facility related systems as well as specific projects and staff/vendors to support current and expanding operations. Works under general direction.

Job Responsibilities:

- Manages the building, facility operation and services to ensure that office, manufacturing, engineering and lab spaces and equipment are operating efficiently which includes security and safety. Coordinates work assignments among building technicians, vendors, and contractors to ensure assignments are completed on time and within budget.
- Responsible for vendor selection, contracting and management to support equipment and facilities.
- Creates and implements an effective ISO-7 cleanroom operation, including: effective cleaning, HVAC and environmental monitoring, preventative maintenance, and all other sustaining activities of a cleanroom
- Creates and implements facility operations and office space policies and procedures. Oversees all building renovations, including office moves, office design and configuration. Manages the Company's recycling program
- Builds and maintains a collaborative working relationship with building management, reviews contracts and agreements. Ensures that landlord staff resolves issues inside and outside of the building with a focus on quality and time management
- Develops, implements, and manages a comprehensive safety and health program including chemical, biological, electrical, emergency response, general safety, ergonomics, hazardous

water and other applicable policies. Coordinates the Company's safety and security training programs

- Develops a comprehensive capital plan with detailed budgets that includes strategies for expansion and/or changes
- Manages the Company's facility maintenance program to support building systems such as HVAC, plumbing, electrical systems and facility utilities
- Develops programs, policies, and processes to support and optimize facility services
- Ensures the effective operation of the site security system, including: card access system, security system, door operation, and building codes. Develops and implements the Company's disaster/continuity operations planning strategies
- Oversees utility systems that support the lab and engineering areas
- Manages capital assets and office equipment inventory. Oversees the furniture acquisition process to include: approval, allocation, installation, maintenance and tracking
- Complies with all applicable policies regarding health, safety, and the environment

Job Qualifications:

- BS in Engineering or a related areas and at least 5-8 years of management experience with at least 6 years of experience in facilities, building operations, cleanroom operations, and project management in a device/biotech/pharma organization or equivalent. MS in Engineering preferred
- Solid understating of all facility related services and functions. Knowledge and experience with HVAC, electrical, plumbing, equipment predictive/preventative maintenance and emergency power systems
- Previous experience negotiating maintenance, construction, and service supplier agreements
- Strong project management skills with proven track record of effectively managing facility operations and services
- Knowledge of relevant OSHA guidelines, and other related federal, state and local regulations
- Experience with setting up and managing third party preventive maintenance software systems

- Ability to read and interpret MEP/architectural drawings, job specifications and develop thorough statement of work (SOW)
- Strong oral and written communication skills. Solid negotiating skills
- Results oriented. Proven record of implementing changes and initiatives
- Strong organization and time management skills
- Proficient in MS Office (Outlook, Word, Excel, Project and PowerPoint)
- Ability to travel domestically (10-15%)