

## **Title: Maintenance Mechanic**

### **Description:**

Integrity Bio, Inc. (IBI) is seeking a Maintenance Mechanic in who will join our team and under general direction, provide maintenance leadership and technical expertise in support of facility equipment/systems, utility systems, and/or production suites, and ensures systems operate within designed parameters. Area of responsibility may consist of multiple facilities, disciplines or clients. All work to be completed to assure minimal impact to production while complying with all cGMP guidelines and IBI procedures.

### **Responsibilities:**

Directing and planning the tasks in for daily operations including, corrective action, and preventative maintenance activities in a reliable and compliant manner. This includes, but is not limited to, maintenance and emergency repair of all production related process equipment and facility equipment, HVAC, and utilities systems. Typical equipment would include but is not limited to autoclaves, aseptic processing equipment, HEPA filters, high purity water systems, sanitary distribution systems, clean steam, chilled water, process gases, electrical distribution systems, and more.

Manage, schedule and process all related cGMP documentation associated with maintenance operations

With assistance from Manager, maintain an ongoing training program. Maintain training records for all related training assigned to area of responsibility

Assist with development and maintenance of a working inventory control system for all spare parts requirements for the above listed equipment

Manage the development and revision of related Standard Operating Procedures, Job plans for area of responsibility to assure all maintenance operations have SOPs developed for them

Interact with various support departments and/or outside vendors and provide full maintenance support to meet the needs of the manufacturing groups for all related equipment for the plant

Evaluate current maintenance procedures and make appropriate changes to optimize the maintenance program. Assure all corporate change control procedures are followed and QA are notified prior to the changes

Work to be completed in accordance with CFRs, cGMPs, SOPs and IBI polices

Participate in On-Call rotations for after-hours facility and manufacturing support and may work outside of established shift hours upon short notice

**Requirements:**

GMP Facility maintenance experience preferred.

HVAC experience preferred.

Calibration experience preferred.

Microsoft Office skills. Other related software knowledge preferred.

Verbal and written communication skills.

CAD knowledge preferred.

**Physical Requirements**

Subject to extended periods of sitting and/or standing in a warehouse or office environment. Ability to lift 50 lbs.