

Penn Life Sciences	Master Job Description		
	Revision:		

Department	Facilities and Engineering		
Job Title	Manager of Critical Utilities	FLSA Status	Exempt
Role	N/A		
Sub Role (If any)	N/A		
Reports To	Plant Manager		

1. Role Purpose:

(Provide a brief summary of the primary purpose of this role)

Ensure compliant GMP operations. Maintain Quality Management System assignments related to equipment failures/deviations/unplanned events, perform root cause investigations, and develop CAPA's to drive reliability. Lead the department comprised of a Utilities Engineer and Utilities Technicians to operate and maintain related systems. Coordinate employee schedules and maintain required coverage for operations. Bring to bear a continuous improvement model to ensure fit for purpose preventive maintenance programs and metrics, including PM's, WO's, and calibration of all Clean Utilities equipment and instruments that delivers highly efficient and reliable operations.

2. Key Duties & Responsibilities:

(Briefly describe the essential activities that are performed by this role including key duties/responsibilities. Each statement should start with a verb. Additionally, indicate how frequently it is performed)

- Central Utilities and Site Facility Infrastructure: Systems include but are not limited to Clean Utility Systems such as Clean Steam, WFI, PW, and Process Air, in addition to Black Utilities such as Plant Steam, Boilers, Pipe Racks, Bio-Waste System, Water Softeners, Industrial Waste System, Emergency Generators, Domestic Water and Air Compressors.
- Analyzes HVAC systems, lighting, and other facility systems, including fire protection.
- Supervises and Oversees mechanic personnel and contractors engaged in utility maintenance, equipment installation, facilities equipment repair, and preventive maintenance.
- Interaction with other departments to coordinate maintenance and outages.
- Maintains tracking of, assigning of, and completion of facilities maintenance requests.
- Directs the activity and operation of assigned personnel. Work encompasses a broad range of activities involved in adequately providing support to our critical utilities.
- Originates, develops, and schedules preventative maintenance orders for manufacturing, laboratory, and office facilities while coordinating the maintenance personnel to solve specific problems.
- Assures that all SOPs and cGMPs are being followed. Assures that necessary training is assigned and conducted.
- Maintains appropriate communication with personnel under his/her supervision, as well as peers.
- Maintains adherence to internal/external specifications and validated parameters.
- Works to achieve the highest level of continual quality and productivity improvements across all aspects of the facility.

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- **Technical standards:** The incumbent is responsible to establish, develop and implement technical standards, requirements, and specifications in compliance with regulatory agencies, DEP, and GSK Vaccines requirements.
- **Validation & Qualification:** Lead and own overall responsibility for implementing and executing IQ/OQ/PQ for areas of ownership and responsibility.
- **Inspection & Compliance:** Must operate and maintain Site utilities in a state of compliance according to GMP/quality standards, regulatory agencies and permit authorities. Must maintain state of readiness for regulatory inspections of critical utility systems.
- **Sub-contractors, contractors, and vendor selection:** Provide technical and commercial input in procedures for contracted supplier’s and develop short term and long-term strategy in supplier/contractor selection. Ensure vendor performance and delivery of work performed.
- **Support for Project Management:** Drive timing and execute follow-up of projects for technical matters related to utilities equipment and validation.
- **Degree of uncertainty:** High risk of changes in project timing, scope, and prioritization. Priorities can change very quickly due to new business opportunity or new sales projection.
- **Inspects plant infrastructure** to ensure facility is in operating condition both inside and outside and has any issues repaired.

3. Typical Supervisory Responsibility:

(Identify any responsibilities the role has for supervising others)

To oversee and manager the critical utilities department.

4. Education & Experience:

(Describe the education required for this role, including specifications, if any. If equivalent experience or knowledge can be substituted for the educational requirements, A combination of Education and experience shall be taken into account.)

Education Requirement	Specialization (If any)
<i>Bachelor’s degree preferred</i>	N/A
N/A	N/A

Experience Requirement

(Describe the experience required for this role. Identify the type of experience, number of years, and any additional comments on the experience and education requirements for the role. Also, include any geography specific requirement that differs from the experience.)

N/A	
Number of Years (Minimum to Maximum)	N/A

5. Technical competencies/ Certifications/ Licenses:

(Briefly describe the required competencies such as, skill, ability, knowledge an individual must possess to perform the role. Also, identify any certification or licenses required to perform the role.)

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Technical competencies	<ul style="list-style-type: none"> • Displays effective communication skills • Experience with process equipment, process instrumentation, controls and automation within an operational facility. • Experience with Clean Utility Systems such as Clean Steam, WFI (water for injection), PW (purified water), RO (reverse osmosis). • Certified to operate critical utilities (Plant Boilers) or become certified within 1 year from date of hire. • Significant experience with Clean Utility Systems such as Clean Steam, WFI (water for injection), PW (purified water), RO (reverse osmosis) and Process Air, in addition to Industrial Utilities such as Plant Steam, Boilers, Pipe Racks, Bio-Waste System, Water Softeners, Industrial Waste System, Emergency Generators, Domestic Water and Air Compressors. • Demonstrated familiarity and compliance with cGMP's, EHS procedures and regulations, facility regulatory guidelines, and standard operating procedures. • Team player able to create and sustain an environment of trust and motivation while ensuring team performance through individual ownership and accountability. • Effective written and verbal communication skills including ability to communicate at all levels. Ability to follow written procedures and document results in a precise manner. Intermediate computer skills required. • Demonstrated commitment to accuracy and quality while meeting goals or deadlines
Certifications	N/A
Licenses	N/A
Other	N/A

6. Physical demand and Work environment:

(Provide details regarding the physical demands and work environment that are essential to the role)

a. Physical demands:

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

b. Work environment:

N/A