

# Laboratory Asset Maintenance and Calibration Engineer

Job ID  
REQ-10015308  
Jul 18, 2024  
USA

## Summary

Posting Title: Laboratory Asset Maintenance and Calibration Engineer

Onsite East Hanover, NJ

### Role Purpose

Responsible for the execution of maintenance, calibration and commissioning activities for equipment and instrumentation projects at site level. Performs a wide range of maintenance, calibration & repair activities on laboratory systems, equipment, instrumentation. Ensures efficient, timely GMP, HSE and regulatory compliant maintenance and calibration of systems and equipment to include troubleshooting instrument failures with the ability to diagnose and perform effective repair. Ensures good workmanship with minimum delay to support the safe, effective and compliant operation of the CGT East Hanover laboratory facility equipment.

### Major Accountabilities

- Execute work orders for maintenance & calibration as per method statement/ procedure and completes equipment work orders thoroughly and accurately documents them in the Computerized Maintenance Management System.
- Provides maintenance / calibration work on laboratory systems and equipment and performs documented troubleshooting studies on equipment to outline opportunities for improvements.
- Support and/or perform investigations / deviations from an engineering / maintenance perspective and help with data for timely closure of deviations and CAPAs.
- Manages tools, spare parts etc. for maintenance I calibration, as required to include the goods receipt, incoming inspection, inventory control, and storage of spare parts to ensure adequate stock for quick repairs and improvements.
- Adhere to all applicable procedures, cGMP, company policies and any other quality or regulatory requirements. (For example: OSHA, DEA, FDA, EMEA, ANVISA, HS&E, etc.).
- Plans and schedules third-party vendors for routine and non-routine maintenance and qualification and provides 3rd party service provider oversight as local process Subject Matter Expert (SME).
- Continuously develops personal and professional skills.

### Key Performance Indicators

- Highest safety standard implemented during projects and operations, no critical findings in HSE or regulatory/internal audits
- Completes PM's and Calibrations on time as scheduled
- GMP/HSE compliance
- Adherence to Site KPIs

## About the Role

## Role Requirements:

- University degree (BSc) or 5+ years hands-on Laboratory systems and equipment maintenance and calibration experience in a regulated facility Strongly Preferred
- Cell and Gene regulated facility experience preferred
- 2+ years maintenance and calibration experience in a regulatory facility, Cell and Gene facility experience preferred

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**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$39.12- \$58.72/hr however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. 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.

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### **Accessibility & Reasonable Accommodations**

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Development

Business Unit

Innovative Medicines

Location

USA

State

New Jersey

Site

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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