

Job Title: Senior Plant Utilities Technician
Department/Division: Maintenance
Reports to: Director - Facilities, Maintenance & Safety
Grade: 11



Job Summary:

Provide day-to-day facility maintenance operations responsibilities for a combination of cGMP, non-GMP and black utility systems for Tapemark's two facilities. Senior Plant Utilities Technicians are challenged to operate, maintain, and repair all mechanical utility systems in a 24/5 cGMP Production Environment to provide zero unplanned down time to our customers. Technicians must document all start-up, shutdown, repair, and return to service activities in accordance with SOPs and GDP procedures. They must maintain areas of responsibility in a state of inspection readiness.

Duties/Responsibilities:

- Work both independently and collaboratively across shift assignments with minimal to no direct supervision.
- Execute daily equipment checks, normal operating routines, and emergency response procedures.
- Follow all established EHS standards, safe work practices, and quality requirements such as but not limited to (e.g., LOTO, permits, OSHA, NFPA 70E, SOPs, etc.).
- Use schematics, diagrams & drawings for diagnostics and trouble shooting and repair of plumbing, electrical, control systems, VFDs, programming logic, etc.
- Operate and maintain black utility systems & related equipment such as but not limited to (e.g., water softeners, boilers, condensate systems, air compressors, fire systems, emergency generators, elevators, etc.).
- Operate and maintain cGMP clean utility systems & related equipment such as but not limited to (e.g., purified water system and distribution, etc.).
- Perform maintenance activities as assigned. Enhance equipment operational life and maintainability.
- Drive continuous improvement regarding infrastructure, procedures, routine maintenance tasks, task frequencies, spare parts inventory, etc.
- Document all start-up, shutdown, repair, and return to service activities in accordance with SOPs and GDP procedures. Capture data using logbooks, check sheets, work orders, and CMMS systems.
- Oversee contract workers during maintenance activities and assist with engineering projects to ensure system integrity and zero unplanned service interruptions for production.
- Maintain compliance to established metrics and standards (e.g., training, PM & RWO on time completion, etc.).
- Maintain uninterrupted utility supplies that support multiple value streams to include Production, R&D, QC, etc. At times, Technicians may be the sole service provider who is able to respond to calls. Technicians must be able to think, react, and escalate quickly as priorities increase.
- Operate, maintain, repair, and install direct expansion air conditioning or refrigeration system components including compressors, coils, valves, regulators, and control systems.
- Operate, maintain, and repair central chilled water systems including chillers, pumps, and control systems. Operate, maintain, and repair ventilating equipment including air handling units, exhaust fans, cooling or heating coils, and duct mounted terminal units. Perform air pressurization testing, troubleshooting, and repair for air systems.
- Good understanding on the operation of a building automation system (BAS).
- Operate, maintain, and repair building control devices including electronic and pneumatic valves and actuators, thermostats, controllers, relays, and transmitters. Use schematic and/or logic diagrams to diagnose control system failures. Perform troubleshooting, repair, and replacement of electronic control system devices including transmitters, controllers, sensors, switches, and signal converters.
- Use schematic drawings to diagnose electrical control and motor power circuits to 480 Volts, including variable frequency drive operation, programming, and repair. Operation, troubleshooting, repair, and

monitoring of site building management systems. Operation, troubleshooting, maintenance, repair, replacement, and certification of Air handling filters, terminal HEPA filters, exhaust air HEPA systems. Work closely with shift team to achieve goals in a 24/5 cGMP Production Environment. Determine severity, course of action, and notify relevant personnel of potential issues, equipment failures, etc. Determine the sequence and actions to be taken during HVAC troubleshooting or repair operations.

- Safely shut down systems or equipment to allow inspection, maintenance, or renovation. Initiate the purchasing process by identifying and specifying replacement parts and materials. Assist validation services with completion of studies and documentation. Perform preventative and predictive maintenance to assigned equipment and make recommendations for maintenance frequencies and tasks necessary to enhance equipment operation, life, and maintainability.
- Determine the analytical sequence and actions to be taken during mechanical and electrical system troubleshooting and repair operations.
- Perform multi-craft assignments as directed. Assist other trades as needed and work on any assignment as directed. Assure all documentation (work order, logbooks, etc.) are complete and accurate. Maintain neat and accurate records.
- Participate in all required and appropriate training. General maintenance work including painting, cleaning of utility areas and minor building repairs.
- Must be able to work independently on off-shifts and call-ins, in order to troubleshoot and repair equipment on an emergency basis.
- Perform all job responsibilities in compliance with applicable EHS and GMP regulations, guidelines, policies, standard operating procedures, and industry practice and Industrial Excellence initiatives.
- Other duties as assigned by supervisor.

Education and Experience:

- Associate Degree in a relevant technical discipline and 5 years of related work experience in cGMP environment industry.
- 3+ years' experience in the pharmaceutical, medical device industry.
- Boiler License – Minimum 2C

Employee Signature

Date