PHARMACEUTICAL SPECIALTIES INC.  
Job Description

JOB TITLE: Facilities Maintenance  
CLASSIFICATION: Exempt  
REPORTS TO: Rick Sandwick, Co-President & Chief Operating Officer  
APPROVED BY: Rick Sandwick, Co-President & Chief Operating Officer  
DATE: May 2, 2017

JOB SUMMARY
The Facilities Maintenance position will perform a variety of duties involved in the support of the production activities, facilities, buildings, related structures and grounds.

ESSENTIAL JOB FUNCTIONS

• Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
• Ability to place orders for parts and supplies using purchase order process.
• Perform maintenance activities as required such as troubleshooting, preventative maintenance and repair of various types of equipment. (Including pneumatic and hydraulic equipment)
• Responds to emergency requests.
• Follows all cGMP and SOP’s and works in a manner consistent with all corporate, regulatory, quality, safety and sanitation requirements.
• Uses tools ranging from common hand and power tools, such as hammers, hoists, saws, drills and wrenches, to precision measuring instruments and electrical testing devices.
• Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary. Making repairs with minimal disruption to operations.

COMPETENCIES

• Performance Management
• Proficient in procedures such as lock out/tag out and installation/utilization of safety devices.
• Problem Solving/Analysis.
• Results Driven.
• Communication Proficiency.
• Communicates with outside contractors and field service technicians.
• Ability to write routine reports and correspondence.
• Time Management.
• Conduct training as necessary.

SUPERVISORY RESPONSIBILITY

• There are no supervisory responsibilities for this position.
**WORK ENVIRONMENT**

- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment and job sites can range from moderate to loud.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

- This position is very active and requires standing, walking bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 75 pounds, some of which may be heavy or awkward.

**USUAL WORKING HOURS**

- Monday – Friday, 7:00 a.m. to 4:30 p.m.
- Capability to work extended hours if necessary.

**TRAVEL**

- This position may be required to travel for educational purposes.

**REQUIRED EDUCATION/EXPERIENCE**

- High School Diploma or equivalent.
- 2 years experience working in industrial maintenance.
- Working knowledge of HVAC, carpentry, electrical and plumbing.

**ADDITIONAL ELIGIBILITY QUALIFICATIONS**

- Mathematical skills- ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to install new equipment.
- Language skills- must be able to read, record and speak the English language, interpret documents such as directions, instructions, safety rules, checklists, operating and maintenance instructions and procedure manuals in the English language.
- Reasoning ability- must have the ability to apply common sense and understanding to carry out instructions furnished in written, verbal or diagram form.
- Computer competency.
- Certifications, Licenses, Registrations-
  - a. Must be able to obtain an industrial powered forklift certification.
  - b. Must have a valid driver’s license.
**EEO STATEMENT**

PSI does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities and activities may change at any time with or without notice.