

Singota Solutions

JD155

Job title: Engineering Technician
Department: Engineering
Location: Bloomington, IN
Position Type: Full-time 1st shift, 40 hours/week, non-exempt

General Description including Skills and Physical Activity Requirements

1. Manage the implementation of new facility and laboratory systems and equipment from design/specification, installation, and validation within project timelines and capital budgets.
2. Assist in the search, selection, and management of service and equipment contractors to meet the needs of the business where necessary.
3. Manage applicable contractors within the scope of the facility security and access and EHS program requirements.
4. Function as a process engineer / solution provider to operations teams.
5. Able to adequately interpret FDA regulations and make them relevant to Singota engineering and maintenance/calibration programs.
6. Able to create standard engineering documentation (URS, functional specifications, FMEAs, validation protocols, standard operating procedures) as well as writing deviation investigations.
7. Participate in client and compliance agency audits as a subject matter expert.
8. Work with all functional departments to ensure the requirements of the engineering and maintenance/calibration programs are being met as well as individual project timelines.
9. Assist maintenance personnel with the operational compliance of facility, safety, and laboratory systems and equipment by performing preventive maintenance / calibration procedures, and assisting with validations in accordance with the facility work order and change control programs. This would include troubleshooting and working in the areas of electronics, industrial controls, and mechanical and HVAC systems.
10. Function as a backup in performing general maintenance duties of the facility and grounds.
11. Must be able to lift 50 lbs, operate a scissor lift, climb on ladders, work in tight spaces, and work with many types of tools and do so according to EHS requirements.
12. Must be available to respond/react to critical alarms on off hours, weekends, and holidays.
13. Able to work proficiently in Microsoft Office environment.
14. Strong verbal and written skills are essential.
15. Strong customer service mentality is required as a member of Singota Solutions.
16. Comply with quality and safety management systems including requirements for documentation, training, system use, SOPs, processes and procedures.
17. General support required of a company where everyone is expected to perform multiple tasks both inside and outside their department to meet the needs of the business.

Other duties may be required as the company needs to fulfill the teamwork philosophy.

Work Experience and Education Requirements

1. 5 plus years experience in an FDA-regulated GMP engineering/maintenance environment working with facility systems and equipment and contractors.
2. 3 years experience in working with clients and compliance agencies to answer questions regarding internal programs and be able to respond to client questions and observations in an effective and timely manner.
3. Associates degree in an engineering or technical / skilled trade related discipline, bachelor degree is preferred.
4. Previous experience in a subset of the areas mentioned above (electronics, industrial controls, mechanical and HVAC).
5. Able to work independently and be able to learn new things quickly – troubleshooter and problem solver aptitude necessary.
6. Good communicator, both written and verbal, as these skills will be required in client and compliance agency audits and creation of FDA required documentation.
7. Detail oriented person with strong organization skills and customer service background (both internal and external).

Singota Solutions is an Equal Opportunity Employer

