

	Document Title: <b>Job Description</b>		
	Document Number: <b>NEO-FRM-625</b>		Revision: <b>A</b>
<b>Company Confidential</b>	DCO Number: <b>2014-146</b>	Effective Date: <b>2014 Jun 02</b>	Page Number: <b>1 of 2</b>
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<b>Job Title:</b>	Facilities & Equipment Engineer
<b>Reports To:</b>	Facilities & Equipment Manager
<b>Location:</b>	13562 Maycrest Way, Richmond, BC V6V 2J7
<b>Date:</b>	2017 Aug 24

### Purpose/Role

*A brief description of the primary responsibilities for which the employee is accountable*

Installs, qualifies, repairs, calibrates, and maintains R&D and production equipment and instrumentation used in the design, development and manufacture of implantable medical devices located within the cleanroom, R&D room, chemistry lab, and the general facility. Maintains the amenities and services of the facility. General repairs to keep the building functioning.

### Position Description

*A listing of the deliverables to be accomplished, including specific duties/activities that make up the job*

- Evaluate, install, qualify maintain and service old and new equipment, tools and fixtures.
- Repairs, calibrates, and maintains equipment various equipment, tools and apparatus, such as, but not limited to: data loggers, anemometer, air sampler, torque meter, particle counter, thermometers, conductivity meters, shakers, HVAC units, laser cutter, autoclave and boiler, vacuum pumps, RODI water system, and the cleanroom, using hand tools, power tools, measuring devices, and knowledge of manufacturers' manuals, troubleshooting techniques, and preventive-maintenance schedules.
- For certain critical equipment, a specified vendor is responsible for maintenance and servicing. The Facilities & Equipment Engineer will be responsible to co-ordinate with the vendor the appropriate servicing required as well as supervising the vendor to confirm the work was done properly and the equipment is operating as validated and / or intended.
- Work with production and develop ways at improving current processes by implementing tools and / or equipment that can reliably speed up a process.
- Execute equipment and process validation protocols and document results in a report.
- Develop and maintain equipment work instructions, maintenance and calibration procedures
- Work in a clean room environment.
- Train production personnel on how to use tools and equipment.
- Aid in the development and improvement of existing manufacturing processes
- Develop operating procedures for tools and equipment including drawings using CAD.
- Support ongoing pilot production operations as directed.
- Various related duties as may be required.
- Work on non-conformities, corrective actions and corrective implantation as per ISO 13485 Quality System

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**Qualifications**

*Represents the desired qualifications but may not reflect the employee's existing qualifications*

**Education:**

- Minimum Bachelor's Degree in either mechanical, electrical, biomedical

**Experience:**

- Minimum of **three** years of experience working in a medical device manufacturing environment – cleanroom environment
- Must have experience in maintaining tools and equipment
- Must have experience in maintaining facility
- Knowledge of Blue Mountain software or similar
- Must have experience working on Non-Conformities(NCs) and with an ISO 13485 Quality System

**Skills:**

- Ability to operate manufacturing equipment, as well as trouble shoot and complicated problem solve is required
- Understanding of manual assembly techniques, ability to understand engineering drawings, and basic understanding of test and measurement equipment are all essential
- Comfortable climbing 10' ladders and being on the roof of a two story building
- Capable of lifting and carrying up to 45 lbs.
- Understanding of good documentation practices is required
- Light fabrication skills preferred
- Working knowledge of Microsoft Office, Word and Excel
- Effective communication skills are required
- The ability to work both independently and as a member of a team is essential
- May be required to work extended periods of time when responding to emergency/priority situations
- May require shift work and on call duties

*The purpose of this description is to provide a concise statement of the major responsibilities of this position in a standardized format. It is not intended to describe all the elements of the work that may be performed and should not serve as the sole criteria for personnel decisions and action.*

**Approvals:**

\_\_\_\_\_  
Employee (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager (signature)

\_\_\_\_\_  
Date