


DIVISION/DEPARTMENT: MMD/BIOTECH	 MSD	JD DOCUMENT CODE/ REVISION MMD/BIO/020 Rev 00
REPORTS TO (POSITION TITLE) Maintenance Lead	JOB DESCRIPTION	EFFECTIVE DATE: 01 Feb 2013
BAND/PATHWAY/LEVEL: 200/O1	POSITION TITLE: Maintenance Technician	PAGE: Page 1 of 3

JOB PURPOSE

- 1) Organizes, performs engineering and maintenance activities related to the installation, modifications, troubleshooting, repairs, calibrations and maintenance of equipment / system to ensure that they are safe, efficiently, reliable and meet GMP/ regulatory / production requirements.
- 2) Other engineering activities include maintaining spares and parts storage, operation of utilities supplies and up-keeping of facilities.

MAIN RESPONSIBILITIES


- Assists Maintenance Lead to complete work activities timely, efficiently and satisfactorily
- Follow up and continue with the previous shift or day incomplete work.
- Provides simple troubleshooting and diagnostic of equipment failure to determine the root cause and perform immediate corrective actions
- Standby for any emergency repair after office hours / weekends and public holidays.
- Operates and maintains Utilities and/or Production support equipment efficiently and reliably to support production activities
- Performs and coordinates utilities shutdown, startup, swing over, and equipment servicing and inspection
- Identifies, executes and reports improvement on routine work activities
- Assists in the improvement to enhance equipment or system efficiency, reduce energy cost/usage and other cost saving/avoidance projects.
- Performs jobs assigned by the Maintenance Lead pertaining to installation, modification, fabrication, testing, servicing and repairs of equipment with adherence to site change control procedures or minor projects.
- Assists in performing testing, commissioning, qualification (IQ, OQ) activities
- Participates in Safety, Health, and Environment (SHE) improvement initiatives (i.e. audits, training, etc).
- Performs job assignments by the Maintenance Lead pertaining to equipment or system or documentation or housekeeping
- Performs corrective and preventive maintenance for the electrical systems to ensure efficient running of equipment (e.g. overhaul of motors, greasing of motors, servicing of starters, servicing of stop/start switches, cable glands & earthing of motors, checking of transformer).
- Performs calibrations and preventive maintenance on all types of industrial instruments for temperature, pressure, level, flow, RH and analyzers (e.g. Sensors, indicators, recorders, transmitters, transducers, control valves, annunciators, pH and conductivity meters)
- Executes CMMS Work Instruction from process plants (e.g. Isolation and Reconnection of electrical supply, install earthing bonds for new or replacement piping, replace faulty lighting and troubleshoot/repair any E/I faults)
- Performs basic troubleshooting of the PLC, DCS, BMS, EMS and FAS system
- Assists Engineer during the vendor servicing and testing of LV and MV Electrical Systems
- Participate in SHE, Business Compliance, cGMP and all other compliance-related matters, where applicable
- Supervise and oversee Third Party Contractors, where applicable
- Any other duties as and when assigned by the Managers

cGMP Standards

- Understands and follows proper cGMP principles and Worldwide Quality Standards related to the execution of assigned work

Problem Solving

- Assesses simple issues and suggest paths towards resolution

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- Able to properly assess the situation and understand when to escalate to a higher level

Leading Self or Others, and Department

- Works under direct supervision
- Seeks advice in personal and professional development

ACCOUNTABILITIES	DIRECT IMPACT (\$)*	INDIRECT IMPACT (\$)*

* (only if applicable.)

SUPERVISORY RESPONSIBILITIES:	<p>No. of direct reports: Total: <u>0</u> direct (Refers to the no. of staff reporting directly to this position)</p> <p>No. of indirect reports: Total: <u>0</u> indirect (Refers to total number of staff reporting to this position's direct reports) <i>(The headcount figure is subjected to ±10% fluctuation in view of changing business needs.)</i></p>
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PROFILE:	<p>Qualification:</p> <ul style="list-style-type: none"> • NTC / ITC / Diploma in Electrical or Instrumentation & Control Engineering or its equivalent • PUB electrician license will be an advantage <p>Experience:</p> <ul style="list-style-type: none"> • 0 - 3 years of relevant experience in maintenance or related fields preferably in a sterile manufacturing plant, wafer fab cleanroom or petrochemical environment. • Good working experience in Mechanical discipline will be an advantage. • Knowledge of cGMP and good documentation practice is an advantage. <p>Leadership, Professional and Functional Competencies*: Refer to Career Framework Competency Model</p> <p>Other Personal Attributes:</p> <ul style="list-style-type: none"> • Demonstrate MMD Inclusive Behaviors • Ability to prepare simple report • Good communication skills <p><i>*(Including competencies found in career maps as applicable)</i></p>
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