


DIVISION/DEPARTMENT: MMD/ Pharm South	 MSD	JD DOCUMENT CODE/ REVISION MMD/ PS/ 024 Rev.00
REPORTS TO (POSITION TITLE) Maintenance Lead	JOB DESCRIPTION	EFFECTIVE DATE: 1 Feb 2013
BAND/PATHWAY/LEVEL: 200/03	POSITION TITLE: Lead Maintenance Technician	PAGE: 1 of 4

JOB PURPOSE

The Day/ Shift Maintenance Technician is responsible for operation and maintenance activities for IPT, but also for site if required. The incumbent:

- Operates facility management, utility and ACMV system in manufacturing areas.
- Supports execution equipment calibration and troubleshooting and maintenance, including: Equipment inspection corrective maintenance and preventive maintenance.
- Ensures compliance with cGMP and GDP and safety & environment requirements during maintenance work.
- Provides technical expertise for maintenance related initiatives and improvements.

MAIN RESPONSIBILITIES

Manufacturing Excellence

Operation and Maintenance

- Support day to day shift activity, with effective handing over of shift with proper communication.
- Follow standard work as per checklist.
- To provide technical support / assistance including fault diagnosis in close coordination with maintenance team, process team and external vendors to enable the process equipment to maximize their operation. Initiates follow-up corrective action to ensure continues safe and reliable plant operation.
- Ensure equipments breakdown are resolved in an effective and timely manner.
- Ensures to carry out all maintenance tasks with quality and safety requirements.
- Ensures maintenance work area is meeting housekeeping and 5s standards, including fundamental SHE requirements – protects people and company assets, and supports solutions to improve asset utilization.
- Ensures the safety risk assessment for maintenance task in place and follow up this risk assessment during carrying maintenance work.
- Perform/Support the shop floor real time problem solving and come up with effective CAPA.

Site Equipment Contract Services


- Supports execution of all Pharm plant equipment reliability and maintenance (R&M) service contracts, including mechanical, electrical, instrumentation, utilities, ACMV and Facility maintenance
- Executes maintenance activities with vendors, contractors.

Change Control

- Execute ECC field work for equipment changes in pharm plant and support ACC changes if required.
- Participates in ECC field walk-down, including as-build P&IDs and HAZOP reviews, and completes required action items.

SOP, Documentation and Training

- Ensures to complete training based on training program required.
- Develops maintenance operation Job Aids and Job plans
- Continuously improves, simplifies, and optimizes documentation
- Conducts on job training for new technicians as required.

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Incident, Event, Deviation, Atypical, and OOT Investigations

- Ensures all OOT equipment findings are appropriately documented and support investigation.

Continuous Improvements

- Involves Lean Six Sigma Tools (such as Six Sigma, Kaizen, SMED, and 5S) to support execution of continuous improvement and OE projects intended to increase agility, flow and throughput, while also reducing cycle time and inventory.

Financial Stewardship

- Undertakes activities to support realization of production, cost effectiveness, and product cost reduction targets set in the Profit Plan, with particular emphasis on spare parts and consumables inventory and cost, and reducing waste.
- Support maintenance programs to ensure they are cost-effective, including spare parts inventory levels, and equipment breakdowns

Quality / SHE Stewardship

Quality

- Ensures all activities are completed according to established procedures and all associated documentation is completed to a high standard and compliance with GMP and GDP standard.
- Implements assigned corrective actions as documented following regulatory inspections and internal audits
- Participates in internal and external audits for any maintenance activities.
- Supports all assigned deviation, event, atypical and customer complaint investigations and ensures any assigned actions effectively implemented within the agreed time frame in a way that continually improves processes, prevents waste and eliminates rework


Safety, Health & Environment

- Ensures that all daily activities are carried out in accordance with SHE requirements
- Demonstrates and promotes SHE leadership behaviors and engages employees and contractors at all levels on SHE issues
- Ensures that vendor and contractor are carried out the maintenance work with SHE requirement standard.

People Excellence

People Management

- Responsible to provide SOP training to the Maintenance team
- Responsible for re-allocating resources due to absenteeism

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<p><u>Self</u></p> <ul style="list-style-type: none"> • Demonstrates leadership behavior in alignment with Merck leadership standards. • Develops and updates annual personal action plan and Employee Development Plan (EDP) with their Manager and aligned with the Performance Management Process as required. • Ensures operational knowledge and technical skills are maintained, improved and compliant with individual training and job requirements
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ACCOUNTABILITIES	DIRECT IMPACT (\$)*	INDIRECT IMPACT (\$)*
NA	NA	NA

* (only if applicable)

PROFILE:	<p>Qualification:</p> <ul style="list-style-type: none"> • ITE or diploma with 1 to 3 years of related working experience • Professional certification <p>Experience:</p> <ul style="list-style-type: none"> • 5 to 8 years of experiences in related job <p>Leadership, Professional and Functional Competencies*</p> <ul style="list-style-type: none"> • Refer to Career Framework Competency Model <p>Other Personal Attributes*:</p> <ul style="list-style-type: none"> • NA <p><i>*(Including competencies found in career maps as applicable)</i></p>
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