



## **Job Description: Clean Utilities Engineering Trainee**

### **Primary Responsibilities Include:**

- Complete 8 Core Modules together with elective modules in Biologics conducted in Singapore Polytechnic and On-the-Job Training (OJT) with Takeda
- Support internal and external audits on clean utility systems
- Contribute to clean utility continuous improvement initiatives (e.g. energy efficiency, productivity, environmental compliance, maintenance)
- Evaluate maintenance & calibration plan content/tasks for Clean Utility equipment with risk-based approach
- Execute FMEA and define the maintenance type for each clean utility asset; assess equipment criticality (HML)
- Assess critical clean utility equipment spare parts (order spare parts, manage master data, minimum order quantity, documentation) and stock inventory strategy.
- Coordinate with M&R team on maintenance / calibration activities
- Review and Optimize Clean Utilities sampling plan
- Develop, monitor and improve KPI for Clean Utility systems
- Manage technical / engineering changes: originate Change Request, approve Change Request, close Change Request
- Execute approved Change Requests
- Perform RCA and investigate deviations (Root Cause Analysis)
- Create / maintain / verify engineering documents (protocols, drawings, lists, schedules, diagrams, layouts, calculations, datasheets)
- Identify technical solutions and improvement opportunities
- Prepare Equipment Specifications and System Requirements in project (e.g. User Requirement Specification)
- Involve in commission and validation activities

### **Education and Experience Requirements**

- Engineering Degree or Diploma with 3-5 years of relevant experience in GMP Utilities Operation.
- Strong technical and safety knowledge and experience in Utilities or Facilities Management.
- Ability to build and maintain collaborative relationships between teams, departments and business units.
- Ability to organize, prioritize work in the face of shifting demands and tight deadlines.
- Continuous Improvement and Project experience.
- Steam Engineer Class 2.
- Good writing skills essential for investigations, reports and proposals