

Maintenance Planner

Job ID
REQ-10046841
Apr 08, 2025
USA

Summary

At Advanced Accelerator Applications, a Novartis company, we are committed to leading innovation in nuclear medicine and delivering the next generation of targeted radioligand therapy to cancer patients. We are looking for experienced Maintenance & Calibration professionals to help us reach our ambitious goals.

Location: Onsite

The Maintenance Planner is responsible for planning and scheduling maintenance and calibration work for all Production, Engineering, and Facilities equipment and instrumentation at a Radio-Biopharmaceutical processing site.

About the Role

Major accountabilities:

- CMMS Blue Mountain expertise in creating equipment records, developing maintenance work plans and scheduling work to coincide with the production schedule. This will include verification of assets, workplans, and calibrations from new equipment onsite in addition to existing equipment.
- Provides technical support for Maintenance resources and Reliability Maintenance teams via KPI and non-conformance patterns reporting. Provides regular statistical reporting to the management team and stake holders showing quantified evidence of the productive use of the work force
- Accountable for contracted vendor management of site calibration and PM activities for Production, Engineering and Facilities equipment. This includes, but not limited to:
 - o New vendor additions to the Approved Suppliers List working with Supplier Quality
 - o Scheduling vendor activity by requesting Quotations for review, confirming scope, and initiating the PO process working with Site Maintenance Lead and Procurement
 - o Scheduling and Managing vendors onsite with Maintenance and Facilities support through execution.
 - o Sending equipment out for off-site calibrations and ensuring timely return to maintain CMMS schedule.
 - o Assuring onsite vendors are properly registered with security before arrival and receive any needed training/orientation while onsite before work begins
 - o Arranges work areas for vendors onsite as needed with Maintenance and Facilities teams

- Assumes responsibility for spare parts management, PM kitting, ordering, and receipt within budgeted plan.
- Assumes accountability for special projects as assigned
- Accountable for deployment and sustainability of site maintenance programs. Updates SOP's as needed to enhance functionality within the local maintenance processes and conformance with global maintenance processes.
- Ensures compliance with all regulations, people safety, and product quality.
- Ensures adequate levels of technical expertise to maintain an effective operation.
- Participates in the business planning and budgeting processes.
- Develops short and long-term cost containment/reduction strategies.
- Effectively works with plant production scheduling, operations, and other contracted services to achieve business goals.
- Works with Supervisors to coordinate, communicate, and interprets policies for technicians to ensure that maintenance work is thoroughly planned, scheduled, scoped, estimated, and are properly staffed and implemented in accordance to plan.
- Maintains an understanding of the department's strengths, weaknesses, and resources, identifying potential organizational problems and opportunities. Communicate and reinforce roles and responsibilities of the team and how they support Company/Plant/Department strategies.
- Analyzes work orders by duration, urgency, skill set, location, complexity, and available manpower; and assist operations teams by issuing work orders in a sequential flow to individual technicians or work teams.
- Detailed understanding of the Maintenance Plans and ability to execute WO's if needed

The pay range for this position at commencement of employment is expected to be between \$93,800 to \$174,200/year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

Minimum Requirements:

- Bachelor's degree in relevant area with 4 years' experience in a relevant manufacturing environment or 8 years of relevant Maintenance Planning experience in lieu of degree.
- Broad exposure to several technical disciplines: Electrical, Mechanical, and Pneumatic controls, aseptic environmental controls, Laminar air flow, pressure cascades and monitoring, aseptic environmental tooling and materials used such as lubricants, sanitization agents, cleaning products

- Experience working in Grade A, B, C, and D classified rooms and isolators
- Maintenance experience in a technical capacity with biopharmaceutical processing equipment including: Production Isolators and ancillary systems, synthesis modules, vial dispensing equipment, sterility isolators, EMS systems, VHP/O2 monitoring, HEPA filtration, VHP generators, Viable and Non-viable particle counters, qualified utilities
- Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook) and other applicable computer software.
- Expertise with CMMS Maintenance and Materials Management functionality.
- Experience in developing maintenance plans for both preventive and predictive maintenance.
- Experience in Reliability Centered Maintenance Techniques and application to manufacturing equipment.
- Extensive experience in Root Cause Failure Analysis techniques and application.
- Experience participating in the budget process (creation and delivery).
- Preferred experience with SAP S4HANA
- Preferred experience with Power BI
- Preferred experience with e-Crib spares management

Why Advanced Accelerator Applications?

Thousands of people die of cancer around the world every day. At Advanced Accelerator Applications, a Novartis company, our mission is to transform lives through radioligand therapy in nuclear medicine to fight several leading types of cancer. How will we continue to be on the cutting edge of medicine? We believe new groundbreaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working. We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying! Imagine what you could do here at Novartis!

Commitment to Diversity & Inclusion:

Novartis embraces diversity, equal opportunity, and inclusion. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other.

Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?

<https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Operations

Business Unit

Innovative Medicines

Location

USA

State

Indiana

Site

Indianapolis

Company / Legal Entity

U469 (FCRS = US469) AAA USA Inc.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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