

Facilities Supervisor

Job ID
REQ-10048659
Apr 22, 2025
USA

Summary

The Facilities Supervisor supervises cGXP Facilities Maintenance Mechanics performing a wide variety of maintenance activities to support a GMP manufacturing site. Will also represent Facilities in cross-functional teams and projects.

About the Role

365 days a year, we aspire to be the best manufacturer of Cell & Gene therapies to ensure our patients have the treatments they need to live longer, healthier lives.

This role is located on-site in Morris Plains, NJ. Novartis is unable to offer relocation support for this role.

Major accountabilities:

- Receives assignments in the form of objectives with goals/measures predefined from Manager of Technical services.
- Provides guidance to employees according to established policies and management directives.
- Administers company policies that directly affect staff members.
- Works on problems of moderate scope in which analysis of situation or data requires review of identifiable factors. Exercises judgment within defined procedures and policies to determine appropriate action.
- Provides immediate supervision or assigns tasks to a unit or group of employees. Provides general or direct supervision to exempt employees and/or skilled nonexempt employees. A portion of the time may be spent performing individual tasks.
- Candidate will have a strong background in building controls, HVAC, electrical troubleshooting and refrigeration.
- Supervises emergency repair jobs; inspects field work performed; plans and estimates maintenance and repair work; maintains records of work order requests and completion.
- Directs facility repairs, installations, small construction remodeling, grounds improvement, and maintenance projects; coordinates with other departments to complete remodeling projects; reviews remodeling plans for energy efficiency and proper construction methods; maintains records of materials used; orders and purchases new materials.
- Supervises, assigns, and reviews the work of facility mechanics; adds input to performance evaluations; adds input to facility manager for selecting staff to be hired or promoted.

The pay range for this position at commencement of employment is expected to be between \$89,600 to \$166,400/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 Engineering or relevant experience in lieu of degree.
- 6+ years of relevant experience in cGXP/FDA regulated industry and strong background in HVAC, building automation and electrical troubleshooting.
- Previous leadership experience.
- Proficient in MS Office applications.
- May be required to work alternate shifts.
- Required to be gown aseptically for work in clean room environments.
- Must have the ability to work around laboratories, manufacturing areas and equipment and regularly lift 10 - 20 lb and occasionally lift up to 50 lbs.

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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

New Jersey

Site

Morris Plains

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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