

# Maintenance Planner

Job ID  
REQ-10009648  
Jun 03, 2024  
USA

## Summary

The Maintenance Planner, is responsible for planning and scheduling maintenance and calibration work for all equipment and instrumentation at a Biopharmaceutical processing site. Novartis is unable to offer relocation for this role: please only apply if this location is accessible for you.

## About the Role

Are you ready to advance your career? Novartis Ag, a global leader in the pharmaceutical industry, is seeking a Maintenance Planner with a strong track record of work behaviors to join our exceptional team. As a Maintenance Planner, you will play a crucial role in ensuring the flawless operation of our world-class facilities. This is an opportunity for a proven professional who consistently demonstrates impactful contributions to the success of our organization.

## Responsibilities:

- Determine maintenance strategies and develop comprehensive maintenance plans for our engineering systems and equipment.
- Collaborate closely with teams from different departments to ensure the successful implementation of maintenance activities.
- Monitor and analyze equipment performance data to improve processes and enhance maintenance schedules.
- Create and manage a preventive maintenance program to reduce downtime and improve operational efficiency.
- Conduct regular inspections to assess the condition of equipment and recommend appropriate maintenance actions.
- Collaborate with external vendors and contractors to ensure efficient coordination of maintenance projects.
- Foster a culture of safety within the organization by upholding safety standards.
- Provide technical support and guidance to maintenance technicians and operators.

## Requirements:

- Bachelor's degree in Engineering or a related field.
- Minimum of 3 years of experience in maintenance planning or a similar role in an industrial setting.
- Proven track record of successfully implementing maintenance strategies and optimizing maintenance schedules.

- Strong knowledge of engineering systems and equipment.
- Excellent analytical and problem-solving skills.
- Exceptional organizational and time management abilities.
- Effective communication and interpersonal skills.

The pay range for this position at commencement of employment is expected to be between \$33.32 and \$49.95 hourly; however, base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. 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.

**Why Novartis:** Our purpose is to reimagine medicine to improve and extend people’s lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

At Novartis Ag, we believe in fostering a culture of inclusivity and collaboration. We are committed to providing equal opportunities for all qualified individuals, regardless of their race, color, religion, sex, national origin, disability, or veteran status. We also strive to create a work environment that promotes diversity and encourages employees to bring their authentic selves to work every day.

Join our team and be part of a company that values your unique skills and contributions. We offer competitive compensation and benefits packages, as well as numerous opportunities for professional growth and advancement. At Novartis Ag, you will have the chance to work with a team of exceptional professionals and compete in a fast-paced industry.

If you require any reasonable accommodations or adjustments during the application process, please let us know. We are committed to ensuring that all applicants have an equal opportunity to showcase their qualifications and succeed in their careers.

Apply now and seize this exceptional opportunity to make a meaningful impact in the pharmaceutical industry with Novartis Ag!

**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>

#### **EEO Statement:**

The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse

environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. 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.

## **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](mailto: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

Site

Durham

Company / Legal Entity

U473 (FCRS = US473) Novartis Gene Therapies

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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