

OXFORD PHARMACEUTICALS, LLC

301 Leaf Lake Parkway
Birmingham, AL 35211

Production Maintenance Technician

Job Description

Summary:

Leads and performs a variety of maintenance duties on production equipment and in facilities maintenance. Follows all Standard Operating Procedures (SOP's) associated with maintenance, production and facilities maintenance.

Essential Job Functions:

- Carries out responsibilities in accordance with the organization policies, procedures, and state, federal and local laws.
- Ability to assemble, disassemble and install production equipment and train others on production equipment as needed.
- Ability to operate production equipment after changeovers/set-up, and as needed for other operational requirements.
- Ability to perform facility maintenance functions and assist engineering where needed.
- Responsible for performing all maintenance repairs on all production equipment.
- Reports equipment problems to area supervision.
- Inspects own and others work for quality.
- Supplies own tools needed for this position.
- Cleans and maintains shop area and properly stores tools.

- Maintains general housekeeping while performing tasks and after tasks have been completed throughout the facility.
- Cleans debris and lubricant from parts, work area and equipment.
- Must be able to read, comprehend, and execute tasks and concepts found in technical operating and maintenance manuals.
- Possess good troubleshooting skills.
- Ability to source and order parts as needed.
- Follows all safety and Lock Out Tag Out procedures.
- Responsible for performing daily checks on facility systems as required, maintaining log books and completing all relevant paperwork related to this position.
- Ensures compliance with all Company policies and procedures, including safety rules and regulations.
- Performs PM's on production equipment and facility equipment per PM schedule.
- Creates work orders manually or in company ERP system (if available).
- Appropriately utilizes Personal Protective Equipment (PPE) at all times.
- Makes recommendations to improve maintenance and production operations.
- Adheres to company uniform and gowning policies.
- Adheres to breaks and lunch schedule.
- Other job duties as assigned.

Knowledge of:

- Current Good Manufacturing Practices (cGMP's).
- Food and Drug Administration (FDA), and other regulatory requirements.
- SOP's, equipment and safety practices.

- Business English usage and spelling.
- Basic Math Computations.
- Work order documentation

Skilled in:

- Following verbal and written directions.
- Communicating clearly and concisely, both orally and in writing.
- Basic computer knowledge.
- Reading labels and numbers on containers.
- Making corrections and writing comments in the batch records and log books.
- Establishing and maintaining cooperative working relationships with others.
- Working in a pharmaceutical, medical device, food manufacturing/packaging environment.

Desired Skills :

- Fabrication
- Welding
- Carpentry
- Machinist
- Equipment installation and rigging to move equipment
- Electronics/PLC's
- Hydraulics
- Pneumatics
- Operation of a steam generator
- High speed packaging lines
- Tablet Presses and Tooling
- Blister pack machines

Physical Requirements:

- Employees in this position are subject to extended periods of standing, walking, pushing, pulling, bending, vision monitoring, lifting of equipment or materials up to 50 pounds.

Minimal Qualifications:

- High School Diploma or GED.
- Minimum of 2 years Vocational/Technical training in an industrial maintenance field with 2-5 years of experience in a mechanical industrial maintenance technician's position.
- Must be able to pass a maintenance skills test (if necessary).