

JOB POSTING

Instrument & Calibration Technician

Reports to: Maintenance Manager

ABOUT PFANSTIEHL

Pfanstiehl, founded in 1919, is a global leader in high purity carbohydrates for the biopharmaceutical and pharmaceutical markets. Pfanstiehl has over 50 years of experience in custom synthesis and process development with a specialty in carbohydrates, nucleosides and high potency APIs.

JOB SUMMARY

The Instrument & Calibration Technician is responsible for managing the Pfanstiehl calibration program with accurate and timely GMP documentation, following Pfanstiehl specific policies and procedures. The Technician (scheduled and on demand) will perform in-house calibrations with available testing standard equipment. The position requires organization and superior knowledge of all aspects of electrical, metrology, construction, pre-commissioning and commissioning. More complex and time-consuming calibrations will be outsourced to an approved service supplier. The Technician will conduct technical investigations and assessments, prepare specifications, provide technical and administrative advice and manage Instrumentation contractors. The Technician must have the ability to interact with a variety of staff at all levels in an ever-changing environment, remaining flexible, resourceful, proactive and efficient with a high level of professionalism and confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate in accordance and compliance with:
 - Current cGMP regulations, ICH Q7 guidelines, FDA, ISO/IEC 17025 guidelines.
 - Work Rules, Quality Policies (QP), and Standard Operating Procedures (SOP)
 - Cardinal Rules of Quality, Delivery and Safety
- Apply knowledge of measurement science, mathematics, physics, and electronics to calibrate process, laboratory, inspection, measurement, and test equipment (IM&TE) in the electrical, dimensional, optical, physical, mechanical, environmental, and/or chemical disciplines to ensure measurement accuracy.
- Converts approved work schedules and emergency work requests into action-oriented plans
- Must be able to work after hours, nights and weekends and shutdown project(s) as require. Provide emergency response to electrical/calibration issues
- Perform corrective actions for OOT (Out of tolerance) investigations. Analyze and interpret data, technical drawings, operating & maintenance instructions to complete duties
- Provide technical expertise for capital projects, maintenance activities and technical changes related to instrumentation and process control systems
- Create and verify calibration data sheets for technical content and accuracy based upon instrument specifications and approved calibration procedures

- Responsible for supervising scheduled calibrations and corrective maintenance on instrumentation, control devices in compliance with facility procedures and work instructions
- Proven ability to solve problems, from carefully defining root causes to determining whether implemented solutions are producing the desired results
- Ability to install, adjust, maintain, and repair electric, electronic, mechanical, hydraulic, and pneumatic instruments and control systems used to indicate, record, and control pharmaceutical manufacturing processes
- Identify and utilize appropriate measurement procedures
- Perform corrective actions to address identified instrumentation and calibration problems
- Ability to analyze and interpret data, technical drawings, operating & maintenance instruction, and other information in order to complete duties
- Maintain calibration standards and equipment and order and maintain supply of replacement parts and materials
- Manage outsourcing of critical calibration activities as needed
- Collaborate effectively with Pfanstiehl's other operational and functional groups (Production, Supply Chain, Engineering, EH&S, Quality, Research & Development, and Finance & Administration) to achieve our customer's delivery and quality expectations at the lowest possible cost and consistent with Pfanstiehl's Business Plans
- Maintain compliance with regulatory requirements including OSHA, EPA, FDA and, DOT and other applicable agencies.
- Other duties as assigned

CRITICAL SKILLS AND ABILITIES

Technical / Domain-Specific Knowledge

- Expert knowledge and application of instrument, equipment, and loop calibrations of various parameters in manufacturing, utilities, and laboratory environments.
- Extensive knowledge and understanding of the Computer Maintenance Management Systems (CMMS) skills
- Thorough knowledge of electrical safety practices.
- Excellent troubleshooting skills
- Strong decision-making capabilities regarding calibration programs
- Working knowledge of standard computer applications
- Able to read, write and speak excellent technical English.

HIGHLY COMPETITIVE SALARY AND BENEFITS

EDUCATION / EXPERIENCE

- Bachelors or Associate degree in Engineering, Electronics, Electrical, Industrial Maintenance, Metrology, other related technical field or equivalent experience
- A minimum of 7-10 years of experience in a food, beverage, or pharmaceutical processing environment required
- A minimum of 5 years of Metrology, Instrumentation Calibration experience or equivalent combination of education and experience

- A minimum of 3 years of electrical experience required in a regulated industry, preferably in pharmaceutical manufacturing
- Quality System experience desired
- Must possess knowledge typically attained through successful completion of a 2-year degree in a technical discipline or a technical certification with minimum of 3 years of practical experience in process controls or applications type position. This includes the ability to write complex and detailed reports to document work completed
- Excellent troubleshooting skills

OTHER REQUIREMENTS

- Ability to meet or exceed the company's attendance and punctuality standards
- Ability to read, write, speak and understand English fluently
- Must be able to wear personal protective equipment
- Must be able to respond to visual and audible alarms
- May work extended hours, weekends as needed, when problems occur or when deadlines must be met
- Excellent ability to communicate problems to both co-workers and management for proper understanding
- Establish and maintain cooperative and effective working relationships with others

PHYSICAL REQUIREMENTS

- Must have good hearing and sight – adequate for safety programs in a pharmaceutical manufacturing plant
- Must be able to sit and/or stand for extended periods
- Ability to work effectively under pressure to meet deadlines
- Frequent sitting, standing, walking, climbing of stairs, use of computer monitor screen, talking, writing, listening
- Rarely required to lift more than 50 pounds

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to this position. Pfanstiehl may assign reasonably related additional duties to individual employees, consistent with company policy.