



**TECHNOPATH**  
CLINICAL DIAGNOSTICS

Title: **Facilities Supervisor**

Reporting to: **Facilities Manager**

### **Role and Responsibilities**

- Maintaining building and grounds, essential utilities (electrical, lighting, heating and town water) and essential facilities equipment (fridges, freezers, DI water system and Compressed air system).
- Manage facilities support team daily tasks and issues.
- Assist with managing facilities projects and coordinate work of contractors brought on site.
- Complete appropriate documentation for facilities projects including but not limited to change orders, procedures and risks assessments.
- Ensure essential services such as tele-communications, security alarm and fire alarm are available at all times.
- Ensure that 24-hour monitoring systems are implemented for security, fire and essential facilities equipment such as fridges, freezers and DI water systems.
- Liaise with civil engineering consultants and contractors on changes to building and grounds.
- Ensure that all contractors brought on site have adequate insurance cover, appropriate methods statements and adhere to safety regulations.
- Check that all agreed work by contractors has been completed satisfactorily and following up on any deficiencies found.
- Ensure that the building meets health and safety requirements.
- Respond appropriately to emergencies or urgent issues as they arise.
- Ensure that cleaning, waste disposal and recycling services are available.
- Perform other related duties as required.

### **Job Requirements:**

- Degree in Civil, Mechanical or Electrical Engineering or equivalent trade qualification with experience.
- Minimum of 5 years relevant experience in an industrial environment, experience with GMP is an advantage.
- Good documentation practice is essential.
- Good communication and problem-solving skills are essential.
- Project management experience is an advantage

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