



ENGINEERING ASSOCIATE I

Status: Full Time, Employee
Location: Miramar, Florida - USA
Work Status: Will *not* consider sponsorship for work authorization
Job Number: 2010-429

Summary:

This position supports the validation, equipment, and facilities qualification programs; administers the department SOP's, provides drawing support, environmental data collection and required compliance reports and maintains key department files.

Essential Job Functions: *This is not intended as a comprehensive list; it is intended to provide a representative summary to the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may required to perform additional, position-specific tasks.*

- Maintains preventative maintenance, calibration, and facility equipment files.
- Enter preventative maintenance and calibration data sheets weekly in calibration manager database.
- Edit engineering and facility drawings as directed.
- Assemble, route and track department variance investigation reports as directed.
- Track department CN's and investigations.
- Update bio-hazardous waste files; hazardous waste files, and maintain shipping manifests.
- Assists in the protocol preparation, execution and report generation for equipment and facility qualifications as directed.
- Assembles user specification, design specification, and functional specification documentation as directed.
- Maintain and revise as directed department SOP's.
- Enters monthly production run information on CDL's into VOC Tracking system (Air Emissions).
- Assemble annual air emission operating report.
- Assemble Environmental reports as required.
- Issues security badges and parking permits.
- Monitors all temperature and humidity charts, compares individually to standards for acceptability.
- Coordinates with outside contractors for wastewater sampling, cellular phone issues and control.
- Track department projects as directed.

Required Knowledge and Skills:

Knowledge of:

- Current Good Manufacturing Practices (cGMPs), Food and Drug Administration (FDA), Pharmaceutical Manufacturing SOPs and other regulatory requirements.
- Business English usage, spelling, grammar and punctuation.
- Basic mathematical and statistical computation methods and practices.

Skill in:

- Ability to apply basic algebra to determine proper scaling for analog circuits, and engineering design and calibration.
- Ability to write reports, business correspondence, and procedure manuals.

- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Requirements and Working Conditions:

While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The incumbent frequently is required to stand. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception. The noise level in the work environment is usually moderate.

Minimum Qualifications:

Associate's degree (AA) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

For consideration, submit resume to: careers@avevadds.com.

No phone calls please.

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