



Position Available: Maintenance / Facilities Manager/Senior Manager

Contact: please submit your resume to [wytec-hr@wytecservices.com](mailto:wyttec-hr@wytecservices.com)

Job Summary:

WYTEC, a high-growth manufacturing company serving the Biomedical Research community is looking for an experienced Maintenance and Facilities Manager with the drive to get a new company up and running. This position requires a high degree of organization and autonomy, a can-do attitude and a solution-oriented mindset. This is a dual-role involving full spectrum maintenance (manufacturing environment highly automated) and facilities responsibilities. Our ideal candidate is proactive, a self-starter with intrinsic motivation to lead a team, streamline administrative procedures and cultivate a relaxed but hard-working and highly productive company culture.

Essential Duties

Maintenance duties:

- Maximize equipment uptime while maintaining quality and safety standards
- Create, plan, and execute preventative and predictive maintenance programs on all equipment
- Update Preventive Maintenance plans based on data analysis of failures
- Work directly with machine operators and production manager to resolve mechanical issues that arise during shifts/production

- Propose and monitor all necessary machinery and equipment adjustments and performs all tasks and duties necessary for efficient start-ups, daily operations, change-over and shut-downs
- Work with other departments on root cause analysis and continuous improvement initiatives to help drive efficiency and yield
- Manage and optimize spare parts inventory
- Assist in the installation of new machinery
- Identify, implement, and document maintenance and reliability best practices
- Provide training and continuous development for all maintenance personnel
- Monitor and control department budgets
- Maintain and own CMMS system.
- Manage relations with equipment manufacturers for maintenance purposes
- Manage contractors on site working on equipment

Facilities additional duties:

- Manage security and building maintenance
- Provide site support
- Coordinate routine building maintenance and repairs
- Schedule renovations
- Manage waste disposal
- Responsible for ad hoc building projects
- Manage all site inspections
- Manage facility vendors
- Own regulatory inspections on facilities

Required Knowledge, Skills and Abilities

- Have a proactive approach to problem solving
- Proven history of vendor management and ability to control costs
- Strong organizational and planning skills with ability to think proactively, prioritize and make decisions
- Proven Maintenance and Facilities experience in an industrial environment
- Acute attention to detail
- Excellent time management skills, ability to multi-task and prioritize work
- Expert in building code and laws
- Multi-tasking abilities

- Computer savvy
- Excellent oral and written communications skills
- Proficient with Microsoft Office (Excel, Word, PowerPoint) with advanced Excel preferred
- Strong interpersonal skills with ability to stay positive and poised under pressure
- Eagerness to wear multiple hats and be resourceful to get things done
- Ability to work independently while demonstrating a high personal standard of ethics and integrity
- Experience with CMMS

Required Education and Experience

- Bachelor's degree or equivalent in a Business-Related Field
- Minimum of 5 years of experience in Maintenance (industrial manufacturing site)

About WYTEC

WYTEC, as a US-based manufacturing company, we serve the global laboratory research market with products and services that allow animal research facilities to dedicate more of their efforts towards scientific discovery than was previously possible. Our patented Disposable IVC Rodent Caging System empowers the husbandry industry with the option of eliminating traditional cage wash operations, freeing up capital funding, space, time, labor, utilities and other valuable resources. At WYTEC we are committed to providing the highest **quality products and services** to our customers, backed by an unparalleled level of **customer service**, while integrating **sustainable practices** into everything we do.

Compensation: salary commensurate with experience and highly competitive within industry.

Employment Type: Full-Time, Exempt

Travel Required: 15-20%

Benefits Offered: Paid Time Off, Paid Holidays, Medical, Dental and Voluntary Group Vision Insurance, casual work environment and excellent career growth.

WYTEC LLC is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. WYTEC is committed to the principles of equal opportunity employment for all employees and to providing a work environment free of discrimination and harassment. All employment decisions at WYTEC are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. WYTEC will not tolerate discrimination or harassment based on any of these characteristics and encourages applicants of all ages.