

**Alembic, LLC**

Job Description

**FRM-0017.A**

<b>Job Title:</b>	Manufacturing Technician
<b>Dept. Head/ Reporting Manager:</b>	

<b>Responsibilities:</b>
<b>PURPOSE OF THE JOB</b>  Under close supervisory direction, assist manufacturing engineers/teams in performing equipment maintenance and development of products, processes, and equipment.  <b>MAJOR DUTIES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Adhere to company policies and procedures, FDA regulations, Good Manufacturing Practices, and general work safety requirements, while assembling medical devices in accordance to approved manufacturing procedures within Cleanroom and Non-cleanroom work areas.</li><li>• Assists in performing equipment qualifications and equipment maintenance.</li><li>• Perform set up, maintenance, and troubleshooting of all production equipment including braiders, laminators, coater, coil winder, vision system, etc.</li><li>• Provides production support for engineering builds and production changes. Assists in training to ensure compliance.</li><li>• Troubleshoots equipment and manufacturing related problems. Compiles information and communicates to engineering in support of problem solving.</li><li>• Assist in facilities' maintenance to help ensure upkeep of capital equipment for production and R&amp;D.</li><li>• Assist engineering in development of fixtures for testing or process development.</li><li>• Generates new ideas for improving processes.</li><li>• Works with direct supervision to keep project tasks on schedule and within scope.</li><li>• Relies on experience and judgment to plan and accomplish assigned activities.</li><li>• Assist Operations in performance of IQ/OQ/PQ testing and data collection</li><li>• Work overtime as needed to meet production and project deadlines.</li><li>• Performs other related duties as assigned.</li></ul>
<b>Skills/Requirements:</b>

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**Minimum Requirement - Education & Experience:**

- High school diploma or equivalent education and technical school certificate OR equivalent education and training required.
- 3+ years in production of medical device products with both, start up and large company experience.
- Understands GMP's
- Ability to read, write, and understand English
- Experience working with and maintaining electromechanical equipment.

**Preferred:**

- Computer Literacy, Microsoft Office-Excel, Word knowledge
- Some production support experience
- Some machine shop experience (Lathe, mill, drill, bandsaw)
- Some experience fabricating, and assembling fixtures.
- Some knowledge of reading schematics and engineering drawings.
- Good communication skills
- Ability to learn through on-the-job training in a fast paced environment

**Physical Requirements:**

- Ability to use hands to handle or feel; and reach with hands and arms.
- Ability to frequently sit, stand, walk, stoop, kneel, and crouch.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

**NOTE:** Employee's acknowledgement

\_\_\_\_\_ (initial) Employee Handbook was given to employees on the hire date \_\_\_\_\_.

By initialing this statement, employee has received, read, and understood the information provided in Employee Handbook.

**Signature of Reporting Manager:**

**Signature of Employee upon Hire:**

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DOCUMENT CHANGE HISTORY				
Rev	DCO No.	Release Date	Description of Change	Originator
A	DCO-14-0035	11 APR 2014	Initial release.	L. Yen