



LIN-ZHI INTERNATIONAL, INC.
STANDARD OPERATING PROCEDURE

REF: ADM/0245
ISSUE: 3
REV: 3
DATE: 08/12/2022



JOB DESCRIPTION

The nature of *LIN-ZHI INTERNATIONAL's* business dictates that personnel must remain flexible with the ability to accept responsibilities within their educational and training levels. These may be different from those stated on their 'Terms of Employment'.

JOB TITLE:

Facilities Manager

RESPONSIBLE TO:

VP of Operations

GENERAL DUTIES:

- Facility Maintenance
- * Additional duties may be added as the need arises.

SPECIFIC DUTIES:

- Coordinate, oversee, conduct, and/or manage repairs and maintenance work assignments performed by technicians, vendors, and contractors performing building maintenance, landscaping, and janitorial work.
- Maintain records including research, comparison, and oversight of facility vendor pricing, scope of work, and quality of work.
- Negotiate vendor contract terms and oversee facilities-related contractor work, including reporting on quality and other potential work issues to Upper Management and reviewing and approving facilities-related invoices.
- Maintain facility certifications and keep facility up to code, and ensures compliance with OSHA regulations and standards.
 - Coordinate with Regulatory staff to maintain certifications for EPA, wastewater, waste and hazard disposal, monthly emergency lights check, and facility audits.
- Ensure, maintenance, and repair including basic plumbing, HVAC, painting, and electrical.
- Schedule and oversee routine facility maintenance (HVAC, DI Water, fire extinguishers, floor waxing/cleaning).
- Control and oversee general laboratory needs such as waste disposal, building security, setup office space, etc.
- Manage upkeep of equipment and supplies to meet health and safety standards (earthquake, fire, chemical spill preparedness).
- Conduct and document regular facility inspections for conformance with operational and safety requirements and standards
- Work in conjunction with City, Sub/Contractors, or Architects to complete any necessary building construction/updates (manage moves, adds, and change activities).



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SPECIFIC DUTIES, continued:

- Manage employee facility requests and issues.
 - Research and maintain emergency facility procedures and vendor lists.
 - Provide emergency facility orientation for new staff and additional training (as needed) for current staff.
 - Act as primary emergency contact and lead regarding cold room, fire, and earthquake emergencies.
 - Work in conjunction with Accounting Team for review of vendor billing and payment.
 - Participate in onboarding and offboarding of new employees including facility and facility safety orientations, terminated employee walkouts, preparing check-in and check-out of materials such as office supplies, badges, lockers/cubbies, etc.
 - Management of the Avaya phone system, internet/phone drops, gang plate installations, and cut-outs.
 - Use City of Santa Clara Accela permitting portal for various permits and inspections
- * Additional duties may be added as the need arises.

QUALIFICATION & EXPERIENCE REQUIREMENTS:

- High school graduate
- 5 or more years of maintenance or related experience
- Excellent organization skills and high attention to detail
- Strong communication skills
- Ability to work without supervision and follow specific instructions where appropriate
- Capable of handling emergency calls as they arise
- Ability to work effectively with employees at all levels of the organization
- Must be able to lift/move up to 40 pounds
- Knowledge of Occupational Safety and Health Administration (OSHA) codes and regulations.
- Knowledge and use of many types of power tools
- Proficient in use of internet/e-mail, Microsoft Word and Excel is preferred


PREFERRED:

- 5+ years of skilled commercial maintenance experience in one or more of the technical areas of HVAC, Electrical, Electronics, Plumbing, Locksmith, Construction or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job as listed above.
- 2+ years of facilities management
- Solid writing and communication skills
- Able to learn new technologies
- Excellent computer skill (MS Office, Gmail, internet, etc.).



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Lin-Zhi International, Inc. is committed to building a diverse and inclusive work environment that reflects the society and communities in which we are located. We are committed to diversity and actively seek out applicants from groups facing systemic inequities in the biotech world.

Lin-Zhi International, Inc. is an equal opportunity employer. We enthusiastically welcome and accept our responsibility to make employment decisions without regard to race, gender, sex, sexual orientation, gender identity, age, religious creed, color, national origin, religion, marital status, medical condition as defined under State law, disability, genetic information, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances.