



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:

Facility Coordinator

RESPONSIBLE TO:

VP of Operations and Facility Manager

GENERAL DUTIES:

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

SPECIFIC DUTIES:

- Coordinate and oversee and/or manage repairs and maintenance work assignments performed by technicians, vendors, and contractors performing building maintenance, landscaping, and janitorial work.
- Maintain records for research of, comparison of, and oversight of facility vendor pricing and work.
- Maintain facility certifications/keep facility up to code (coordinate with Regulatory staff to maintain certifications for EPA, wastewater, waste and hazard disposal, monthly emergency lights check, and facility audits) and ensures compliance with OSHA regulations and standards.
- 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 activities such as waste disposal, building security, setup office space, or laboratory needs.
- 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.
- 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 the Accounting Team for review of vendor billing and payment.
- Maintenance and setup of computers, remote desktop setup, printer setup, and printer maintenance.
- Production Glassware bulk washing and Dishwasher maintenance.
- * Additional duties may be added as the need arises.



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QUALIFICATION & EXPERIENCE REQUIREMENTS:

- High school graduate
- 3+ years of maintenance experience
- Excellent organization skills and high attention to detail
- Ability to work independently, not without supervision
- Ability to 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 as well as working with client customers
- Must be able to lift/move up to 40 pounds
- Knowledge of Occupational Safety and Health Administration (OSHA) codes and regulations
- Proficient in use of Internet, Gmail and Google Suites, Microsoft Word and Excel
- Computer literate

PREFERRED:

- Solid writing and communication skills
- Able to learn new technologies
- Excellent computer skills (MS Office, Gmail, Google Drive, Internet)
- Project Lead or Facility Lead Experience (1+ years)
- Vendor management experience
- HVAC skills

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.