



On Demand Pharmaceuticals, Inc. Position Description for: General Maintenance Specialist

On Demand Pharmaceuticals (ODP) (www.ondemandpharma.com) is changing the way we make and distribute medicines—by providing them to anyone, anywhere, anytime. ODP is creating innovative manufacturing platforms to enable our vision to produce critical medicines at the point of care and to secure the pharmaceuticals supply chain. As a young organization, ODP offers an exciting opportunity for passionate scientists and engineers to make a difference in the world while developing career paths for advancement. ODP is seeking a General Maintenance Specialist to perform general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems.

Duties/Responsibilities:

- Inspects and identifies equipment or machines in need of repair.
- Troubleshoots issues to determine necessary repairs.
- Plans repair work using building's blueprints or equipment manual as needed.
- Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- Performs routine maintenance on building systems.
- Cleans and assists with upkeep of the facilities.
- Orders supplies and materials needed for repairs and maintenance.
- Assists and provides back up to the Warehouse Specialist
- Performs other related duties as assigned.

Required Skills/Abilities:

- Ability to follow instructions from supervisors or senior maintenance workers.
- Knowledge of general carpentry and repair.
- Ability to use hand tools and power tools.
- Excellent organizational and time management skills.
- Flexible time schedule.
- Strong communication skills.
- Adept at providing impeccable customer service and building strong internal and external relationships.

Preferred Skills/Abilities:

- Some experience working in a research and/or commercial building.
- Has completed some level of hazardous or biosafety training.
- Familiarity with Office 365, Word, Excel, Power Point.
- Prior experience working with an ERP (enterprise resource planning) system or similar software for generating and monitoring work order requests.
- Education and Experience:
 - High school diploma or equivalent required.
 - Related experience preferred.
 - On-the-job training offered.

Physical Requirements:

- Prolonged periods standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time.

[Please click here to submit an application for this position.](#)

On Demand Pharmaceuticals is an equal opportunity employer. On Demand Pharmaceuticals does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.