

Lead Maintenance Planning & CMMS Admin

Job ID
REQ-10079017
Июн. 22, 2026
США
Available in: English

Сводка

As Lead Maintenance Planning & CMMS Admin, you will play a key leadership role in managing the team and systems that support the planning and scheduling of engineering, maintenance, and calibration activities across the Durham campus. In this role, you'll ensure effective coordination of maintenance operations, optimize system performance, and continuously enhance processes that keep critical site functions running reliably.

About the Role

Location:

- This position will be located in Durham, NC and will be an onsite role.
- Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Key Responsibilities:

- Lead campus maintenance planning, scheduling, and inventory management across multiple buildings and platforms
- Manage and develop a high-performing maintenance planning and inventory team supporting 24/7 operations
- Own and administer the Computerized Maintenance Management System, including data integrity and system improvements
- Establish and continuously improve maintenance planning processes, procedures, and efficiencies
- Drive data and metrics usage to enhance maintenance performance and operational effectiveness
- Oversee engineering procurement activities, including requisitions, purchase orders, and vendor management
- Standardize and optimize job plans, spare parts management, scheduling, and kitting processes
- Coordinate with internal stakeholders and external vendors to ensure timely, disruption-free execution of work
- Monitor, analyze, and report maintenance performance through dashboards and predictive metrics
- Support audits, escalate system issues, and lead resolution with effective mitigation strategies

Essential Requirements:

- Bachelor's degree with 8 years, associate degree with 10 years, or 12 years of relevant maintenance experience
- Experience in maintenance and retirement of production and utility equipment across full asset lifecycle
- Direct CMMS experience, including master data setup, governance, and system administration
- Familiarity with inventory management principles and maintenance planning processes
- 1–2 years of supervisory experience leading teams in maintenance or operations environments
- Experience developing, implementing, and managing maintenance or operational programs
- GMP knowledge and experience supporting regulatory audits or inspections
- Strong communication, problem-solving, and cross-functional collaboration skills

Novartis Compensation and Benefit Summary:

The salary for this position is expected to range between \$98,700 to \$183,300 annually.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

#LI-Onsite

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?

<https://www.novartis.com/about/strategy/people-and-culture>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an

e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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Production / Manufacturing
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США
Состояние
North Carolina
Сайт
Durham
Company / Legal Entity
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Functional Area
Административные функции
Job Type
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Employment Type
Regular
Shift Work
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