

Lead Maintenance Planning & CMMS Admin

Job ID

REQ-10079017

May 29, 2026

LOC_US

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.

Role Requirements

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 \(PDF 30 MB\)](#)

Division

DIV_TO

Business Unit

Production / Manufacturing

Location

LOC_US

Site

Durham

Company / Legal Entity

U473 (FCRS = US473) Novartis Gene Therapies

Functional Area

FCT_FA

Job Type

Full time

Employment Type

Regular

Shift Work

No

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