

Sr. Specialist Maintenance Planner Scheduler

Job ID

REQ-10081772

Jun 26, 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:

- Plan and schedule maintenance and calibration activities to ensure uninterrupted manufacturing operations
- Develop and maintain equipment records and detailed maintenance plans aligned with production priorities
- Provide technical guidance to maintenance and reliability teams to support effective task execution
- Implement and sustain site maintenance programs ensuring compliance and consistent equipment performance
- Coordinate maintenance work by defining scope, estimating resources, and ensuring timely execution
- Collaborate with production, operations, and service partners to align maintenance with business needs
- Analyze work orders based on urgency, complexity, and resource availability to optimize workflow
- Assign and sequence work orders to maximize efficiency of maintenance teams and resources
- Manage external contractors and subcontractors supporting maintenance and project-based activities
- Track and report maintenance performance metrics to drive productivity and continuous improvement

Essential Requirements:

- Bachelor's degree in a relevant field with at least five years of pharmaceutical manufacturing experience or nine years of equivalent experience in lieu of a degree
- Broad technical knowledge across disciplines including power transmission, lubrication, and electrical control systems
- Experience maintaining biopharmaceutical equipment such as bioreactors, filtration systems, and clean room air systems
- Working knowledge of computerized maintenance management systems and materials management processes
- Proven ability to develop and manage preventive and predictive maintenance programs for manufacturing equipment
- Understanding of reliability centered maintenance principles and their practical application in manufacturing environments
- Experience performing root cause failure analysis and implementing improvements to enhance equipment performance
- Proficiency in Microsoft Office applications and other relevant software tools

Novartis Compensation and Benefit Summary:

The salary for this position is expected to range between \$81,200 and \$150,800 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

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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