

**REVA Medical, Inc.**  
**JOB DESCRIPTION**

Job Title: Facilities Technician  
Function: Administration  
Reports to: VP, Finance and Administration  
Date: 02/01/2023

**Summary of Essential Duties and Responsibilities**

Responsible for performing preventative maintenance on both standard and custom equipment using existing procedures. Complete documentation for maintenance records and report when equipment is not maintained according to the schedule.

Install new or existing equipment. Hook up equipment to electrical systems, compressed gas plumbing and water supplies.

Respond to emergency maintenance requests. Troubleshoot issues to determine cause and solution. Diagnose problems with common equipment and help users return malfunctioning equipment to service. Complete documentation when needed for equipment records.

Serve as liaison between Company and outside contractors; obtain quotes from vendors and suppliers and coordinate and monitor activities of contract suppliers; coordinate deliveries of facilities-related items.

Perform informal daily facility awareness walks reporting any observations requiring attention. Perform written monthly facility inspections and report findings to respective departments. Correct and document issues that are within control of Facilities and follow-up with findings that are to be corrected by other departments.

Assemble, setup and/or relocate standard office equipment and furniture. Configure workstations/offices for arrival of new employees or movement of existing employees. Install bulletin boards and dry-erase boards. Secure high shelving and bookcases to comply with safety requirements.

Serve as accountability point for certified clean rooms. Ensure that clean rooms are properly validated, tested, monitored, and qualified. Work with Quality Assurance to ensure that clean rooms continually meet ISO compliance standards. Develop procedures and perform maintenance to ensure daily operation of the clean rooms. Coordinate efforts with appropriate departments when moving equipment or fixtures into or within the clean rooms.

Perform duties in carpentry, electrical, painting, plumbing, heating / cooling, ventilation, roofing and security.

Participate in the planning for future building space and supply needs of the Company.

Serve as the facility emergency response coordinator.

Perform other duties as assigned.

**Education and/or Experience**

Minimum of 5 years related experience in facilities maintenance or related field.

**Required Knowledge/Skills**

Good written and oral communication skills, with the proven ability to generate routine reports, procedures, and correspondence. Ability to follow a written procedure to complete tasks.

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Experience in plumbing, HVAC and minor electrical.

Strong mechanical aptitude. Proficiency in the use of computerized database systems.

Ability to work in a team environment and work in an independent manner. Ability to receive and follow verbal directions. Possess time management skills and ability to generate reports on progress.

Familiar with common industry practices, concepts and procedures.

**Physical Demands/Working Environment**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit or stand for prolonged periods of time. The employee is regularly required to walk, use hands and fingers, reach with arms and hands, pull or push objects, climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds and crawl and work in confined spaces. Specific vision abilities required by this job include close vision, and color vision. The employee is regularly required to perform computer entry and routine mechanical operations. The employee is occasionally exposed to moving mechanical parts and machinery. The noise level in the work environment is usually quiet to moderate.

**Approvals**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Name (Print)