Maintenance and Laboratory Facilities Manager

Description: The Stanford Nanofabrication Facility (SNF) at Stanford University is seeking a Maintenance and Laboratory Facilities Manager to help expand and diversify, as well as support, its research operations. The SNF is a 10,000 ft2 cleanroom located on the Stanford campus, housing over 100 tools supporting electronics device fabrication to academic and industrial researchers for nearly 30 years. In addition, SNF has recently acquired oversight for two new satellite labs located in the same building. The SNF shared labs are first and foremost a service organization providing tools and know-how to academic and industrial researchers who numbered nearly 500 this year. A convergence of program initiatives now provides the opportunity to redefine shared experimental infrastructure needs for the School of Engineering and beyond. We seek a Maintenance and Laboratory Facilities Manager who will be responsible for the maintenance and repair of the existing tools and infrastructure and also support the rapidly evolving equipment needs of our researchers. This position will join an existing staff of 19 and report to the Lab Manager. Specific responsibilities include:

1. **Maintenance Oversight:** Hands-on maintenance, defining workflow and workspaces, organizing maintenance resources, developing standardized procedures and task sets. The Maintenance and Laboratory Facilities Manager will have responsibility for the maintenance, repair, and local facilities support of the over 100 tools housed across the SNF labs. Although general building-wide facilities, structure, and utilities are managed by the University, lab-specific infrastructure support will be the responsibility of this candidate and will include management and monitoring of the process gas system, new equipment installations, and laboratory safety compliance.

2. **Supervision & Mentoring:** Prioritization of tasks, performance appraisals and feedback. This job entails supervision of the Equipment Maintenance group, a deeply experienced team of four engineers and three technicians. The candidate is expected to work hands-on, side-by-side with the Maintenance team members on critical path projects, set project goals and deadlines, provide technical oversight and mentoring, and ensure safe and efficient equipment operations.

3. **Equipment Installations:** Managing project goals, providing detailed technical oversight. Depending on the scope and budget of the installation, the candidate may act as project manager, oversee staff acting in the project manager role, or serve as the local coordinator accountable to a University- or School- designated project manager.

4. **Safety:** SNF strives to foster a “culture of safety”, in the lab and beyond. The candidate will lead the building Incident Response Team, comprised of Maintenance engineers, Senior staff, and Process engineering staff, who provide local expertise and support to the University’s HazMat and Emergency Response Team. Responsibilities include: coordinate staff certifications; collect and consolidate safety documentation, support Stanford and County lab inspections; provide rotating off-hours support on the SNF Duty phone.

5. **Administration:** Working with Senior staff, the candidate will set priorities, manage the budget, negotiate and manage service contracts and other agreements, and approve expenditures for this unit.

Qualifications: Bachelor's degree in one of the physical sciences (electrical engineering, mechanical engineering, physics, chemistry) or equivalent experience. A post-graduate degree is a plus.

- Thorough, in-depth and hands-on understanding of maintenance and repair of a broad range of semiconductor-based fabrication equipment.
    - Skills and experience in analytical tools, such as leak detectors, RGA’s, oscilloscopes.
    - Strong skills in troubleshooting equipment subsystems down to the component level: such as PLC’s and other control systems, gas/pressure/vacuum controls, RF systems, and mechanical/robotic systems.
    - Strong understanding of engineering principles and keen quantitative skills, in areas such as control theory, systems/logic communications, engineering design principles.
    - In-depth, practical knowledge of handing of pressurized toxic and process gases.
- Experience in establishing efficient preventive maintenance activities and spare parts inventories that deliver good equipment uptime & process integrity within budgetary constraints, such as in a university research environment.
- Although the core competency of the SNF Labs is based in semiconductor fabrication technologies, its tool set is evolving to support new research demands. The candidate should have a strong background relevant to electronics fabrication, yet be flexible and well-versed in engineering fundamentals in order to adapt to a changing technology landscape.
- The SNF is a team-oriented, collaborative, educational environment; excellent written and oral communications skills are required.

Desired Skills: Experience in managing an Emergency Response Team; In-depth understanding of processing and fabrication technologies.

To apply online, go to http://stanfordcareers.stanford.edu/job-search and select job Requisition ID 64609.