



# Example of Environmental Monitoring Job Description

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Our innovative and growing company is searching for experienced candidates for the position of environmental monitoring. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for environmental monitoring

- Management and scheduling of EM Monitoring personnel within the department to meet Manufacturing schedule and needs
- Monitoring and trending of Aseptic personnel time spent in the Sterile Manufacturing area
- Development and management of SOPs and forms required to support the Environmental Monitoring of the controlled areas where aseptic manufacturing is conducted
- Environmental isolates, if recovered for the Aseptic area or during gowning monitoring are isolated and then an identification determined using an outside lab
- The Environmental Monitoring Manager is responsible for ensuring that all non-viable and viable data is captured in spreadsheets and trended
- Monthly and quarterly Environmental Monitoring reports are issued to support QA and regulatory requirements
- Supervise laboratory investigations for EM and utilities
- Work with manufacturing to appropriately schedule direct reports work
- Ensure all assigned timelines are met including reviewing, deviations, projects, weekly assignments
- Ensure staff is adequately trained to perform job assignments

- Aseptic manufacturing experience preferred
- Knowledge of safety, OSHA, and EPA regulations
- Proficiency with the use of Microsoft Word, Outlook, Excel, PowerPoint
- Strong knowledge of FDA, MHRA, PMDA, aseptic manufacturing regulations and guidelines
- Actively participate and contribute to the Laboratories mission and objectives
- Thorough knowledge of aseptically filled sterile drugs