

Head of Engineering & Facilities

Department: Operations / Engineering & Facilities

Reports To: Chief Operating Officer

Location: Rouses Point, New York

Classification: Full-Time / Exempt

Position Summary

The Head of Engineering & Facilities provides technical leadership for an ISO-certified/cGMP fragrance and personal care manufacturing operation, ensuring the reliability, efficiency, safety, and continuous improvement of manufacturing equipment, automation systems, and facility infrastructure.

The role oversees all plant engineering and maintenance related activities, including batching, filling, packaging, robotics, building systems, utilities, grounds, and janitorial operations. Combining strategic leadership with hands-on technical oversight, the primary focus is advancing automation, improving equipment reliability, supporting new product development, and keeping the facility safe, clean, compliant, and ready for future growth.

Key Responsibilities:

Engineering, Automation & Robotics

- Lead engineering for fragrance batching, filling, assembly, packaging, and material-handling operations.
- Oversee installation, commissioning, maintenance, and optimization of automated equipment, robotics, and PLC-controlled systems.
- Identify and implement automation opportunities that improve throughput, reliability, and product quality while reducing labor requirements.
- Work closely with Management, Product Development/Marketing, Quality, and Production on new product initiatives, assessing equipment capability, tooling, change parts, and engineering requirements early in development.
- Lead equipment trials, line qualifications, and scale-up for new products and packaging formats to ensure smooth, on-time launches.
- Provide technical leadership on complex equipment and process issues.
- Establish and document engineering standards and equipment performance expectations.

Equipment Maintenance & Reliability

- Direct preventive, predictive, and corrective maintenance programs, including planning, work orders, equipment records, and critical spare parts.
- Ensure timely repair of equipment failures and drive root-cause corrective actions for recurring downtime.
- Partner with Production to improve uptime, changeover efficiency, throughput, and Overall Equipment Effectiveness (OEE).

Facilities & Housekeeping

- Oversee maintenance, repair, and upgrades of buildings, grounds, and infrastructure, addressing deferred maintenance and infrastructure risks.
- Ensure reliable operation of HVAC, electrical, plumbing, compressed air, lighting, fire protection, and other facility systems.
- Manage outside contractors for facility maintenance, cleaning, grounds, and seasonal upkeep.
- Set janitorial schedules, housekeeping standards, supplies, and training so offices, warehouses, common areas, and production support spaces stay clean, safe, and professional.
- Coordinate with Quality and Production on ISO/GMP cleaning and sanitation requirements, and keep the facility ready for customer visits, audits, and inspections.

Capital Projects & Continuous Improvement

- Champion capital equipment, automation, and facility projects, including those driven by new product launches, from evaluation through commissioning.
- Coordinate suppliers, contractors, and installations, and verify that completed projects meet performance and financial objectives.
- Apply Lean Manufacturing and root-cause analysis to improve capacity, productivity, energy efficiency, and operating costs.

Safety, Quality & Regulatory Compliance

- Ensure engineering, maintenance, and facility activities comply with safety, environmental, and regulatory requirements, including ISO 22716 and Cosmetic GMP.
- Maintain compliance with machine guarding, lockout/tagout, electrical safety, and fire protection standards.
- Partner with Quality and Safety on equipment, infrastructure, and sanitation risks; support inspections, audits, corrective actions, and maintenance documentation.
- Promote a culture of safety, quality, cleanliness, and accountability.

Department Leadership & Financial Management

- Set departmental priorities, staffing needs, performance expectations, and development plans, building team capability through training, coaching & recruitment.
- Manage operating budgets, maintenance expenses, contractor spend, and capital expenditures, evaluating vendors and technical solutions for cost-effectiveness.
- Align engineering and facility priorities with Operations, Production, Quality, and executive leadership, and report regularly on equipment performance, projects, and facility conditions.
- Champion data-driven decision making through the development of operational KPIs around equipment and labor efficiencies and throughput tracking, in collaboration with Finance & leadership.

Qualifications, Education & Experience

- Bachelor's degree in Mechanical, Electrical, Manufacturing, Automation, or a related engineering discipline required; a master's degree is preferred. Equivalent technical experience will be considered.
- 6-10+ years of progressive engineering, industrial maintenance, or automation experience in manufacturing, including supervisory or technical leadership.
- Proven experience managing preventive maintenance programs, capital projects, and facility infrastructure.
- Experience managing & working within a comprehensive & integrated CMMS database system. (LIMBLE or similar platform)
- Experience supporting new product introductions, including equipment trials, scale-up, and packaging line changeovers.
- Background in fragrance, cosmetics, personal care, pharmaceutical, food/beverage, or related CPG manufacturing preferred, ideally in an ISO-certified or regulated environment.

Key Technical Skills & Competencies

- Industrial automation, robotics, and PLC-controlled systems including mixed automation filling, assembly, and packaging equipment
- Electrical, mechanical, and pneumatic systems, plus facility utilities
- Preventive/predictive maintenance and equipment reliability
- Lean Manufacturing, performance analysis, and root-cause problem solving
- Capital project execution, budgeting, and vendor management
- Strong leadership, communication, and hands-on troubleshooting skills

This position requires regular presence across manufacturing, maintenance, warehouse, and facility areas, with occasional off-hours work for critical equipment failures, facility emergencies, or major installations.