



BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

**“Construction and Facility Management Officer”**  
*Centre for Genomic Regulation (CRG)*

### The Institute

The Centre for Genomic Regulation (CRG) is an international biomedical research institute of excellence, based in Barcelona, Spain, with more than 400 scientists from 44 countries. The CRG is composed by an interdisciplinary, motivated and creative scientific team which is supported both by a flexible and efficient administration and by high-end and innovative technologies.

In April 2021, the Centre for Genomic Regulation (CRG) received the renewal of the '[HR Excellence in Research](#)' Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#) (Charter and Code).

[Please, check out our Recruitment Policy](#)

### The Role

**The Facility Management Officer** will be a key member of the Facility Management Department at CRG, actively contributing to the design, operation, and continuous improvement of scientific infrastructures in a high-level international research environment.

This position combines technical, organizational, and project management responsibilities.

The selected candidate will be responsible for managing complex facilities (laboratories, offices, technical rooms), maintaining the technical documentation of the center, and overseeing the day-to-day operation of essential services such as access control, alarm systems, hazardous waste management, deep cleanings, and the monitoring of supply consumption.

### Responsibilities

- Ensure and manage the proper functioning of all technical aspects of the CRG, including electricity, fluids, gases, HVAC systems, and furniture.
- Coordinate incident management, supervise maintenance staff, and monitor ticketing systems.
- Design, plan, and oversee architectural projects focused on scientific infrastructure (labs, special rooms, offices).
- Coordinate with multidisciplinary teams to ensure compliance with technical, safety, and biosafety regulations.
- Oversee building maintenance and drive continuous improvement of the facilities.
- Collaborate with internal departments and external stakeholders on infrastructure improvement projects.



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- Prepare technical reports, produce drawings using AutoCAD, and keep infrastructure and service documentation up to date.
- Hazardous waste management.
- Supervise access control systems, alarm systems, and preventive and corrective maintenance tasks.
- Manage the procurement and follow-up of sterilization materials.
- Maintain the CRG asset inventory.
- Record, control, and validate consumption of energy, gases, water, and other fluids, including associated cost management.
- Coordinate the management of deep cleanings and the supervision of alarm systems at PRBB facilities.
- Keep key departmental documentation up to date: master plans, protocols, control sheets, Excel trackers, etc.
- Take on any additional responsibilities assigned by the Head of Department.

### About the department

The Facility Management Department is responsible for the maintenance and security of the CRG spaces (located in two sites: PRBB, Marenostrum Tower) and associated assets and equipment, as well as planning and building of new construction projects, including refurbishments and modifications. The specific services offered are included below:

- Maintenance and general services of the spaces and scientific equipment.
- PRBB and Marenostrum Emergency Plan control.
- Planning and building of new construction projects.
- Management and coordination of laboratory material cleaning and sterilization.
- Management and coordination of the CRG's strategic sustainability plan.
- Other responsibilities, such as general incident management, minor repairs, and furniture moves.

### Whom would we like to hire?

#### Professional experience

We are looking for a technically skilled professional with a solid background in architectural Technology or mechanical engineering, experience in scientific environments, strong adaptability to dynamic contexts, excellent communication skills with multidisciplinary teams, a service-oriented, detail-focused, ability to work effectively with other departments and across all levels of the organization and collaborative approach.

#### Requirements

- You have 3 years of experience in a similar position.
- Proven experience in biomedical research environments and complex facility management.



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- In-depth knowledge of building, safety, and biosafety regulations.
- Strong skills in project management, technical reporting, public procurement processes, and multidisciplinary team coordination.
- You have proven experience in successfully dealing with maintenance services.
- You are capable of working independently and managing multiple tasks efficiently.
- You have experience in developing and implementing key performance indicators (KPIs) and in managing maintenance budgets.
- You are proficient in using Computerized Maintenance Management Systems (CMMS) and continuous improvement tools.

### Education and training

- You hold a degree in Architectural Technology and Building Constructio, or Mechanical, Industrial or industrial organization Engineering, with specialization or experience in the design of scientific or healthcare infrastructures.

### Nice to have

- Master's degree in Facility Management is an advantage
- Experience in research centers, hospitals, or scientific institutions
- Familiarity with public procurement procedures and contractor coordination

### Languages

- You are proficient in English and Spanish
- Catalan would be a plus

### Technical skills

- You have an advanced knowledge of AutoCAD
- You are an advanced user of Microsoft Office (Word and Excel)
- You are an advanced user of maintenance management systems (CMMS/GMAO).
- You have a good user management of Alarm System.

### Competences

- Strong sense of accuracy, responsibility, and self-organization
- Excellent interpersonal and communication skills, with the ability to interact professionally with both scientific staff and external providers
- Proven ability to empathize with users and deliver timely, innovative, and user-focused solutions
- Problem-solving mindset with a proactive, adaptable, and results-oriented approach
- Calm and professional demeanor, with sound judgment and the ability to manage complex situations and build consensus
- Flexibility to thrive in dynamic environments and collaborate effectively with multidisciplinary teams.

### The Offer – Working Conditions



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- **Contract duration:** Permanent contract
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales.
- **Target start date:** As soon as possible

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities. To check out our training and development portfolio, please visit our website in the [training section](#).

We offer and **promote a diverse and inclusive environment** and welcomes applicants regardless of age, disability, gender, nationality, ethnicity, religion, sexual orientation or gender identity.

The **CRG is committed to reconcile a work and family life** of its employees and are offering extended vacation period and the possibility to benefit from flexible working hours.

### Application Procedure

All applications must include:

1. A motivation letter addressed to Oriol Franco.
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to Oriol Franco and be submitted online on the CRG Career site - <http://www.crg.eu/en/content/careers/job-opportunities>

### Selection Process

- **Pre-selection:** The pre-selection process will be based on qualifications and expertise reflected on the candidates CVS. It will be merit-based.
- **Interview:** Preselected candidates will be interviewed by the Hiring Manager of the position and a selection panel if required.
- **Offer Letter:** Once the successful candidate is identified the People department will send a Job Offer, specifying the start day, salary, working conditions, among other important details.

**Deadline:** The position will remain open until it is covered.



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**Suggestions:** The CRG believes in **ongoing improvement** and promotes a **culture of feedback**. This is one of the reasons we have in place, at your disposal as a candidate, a mechanism to gather your suggestions/complaints concerning your candidate experience in our recruitment processes. Your feedback really matters to us in our aim at creating a **positive candidate journey**. You can make a difference and help us improve by letting us know your suggestions through the [following form](#).



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