



Job Description

Facilities Director
Vaxcyte Inc.

March 2021

Company Profile:

Vaxcyte, Inc. (Nasdaq: PCVX) is a next-generation vaccine company seeking to improve global health by developing superior and novel vaccines designed to prevent some of the most common and deadly infectious diseases worldwide. Our exclusively licensed cell-free protein synthesis platform and our proprietary know how enable us to design and produce optimized protein carriers and antigens, the critical building blocks of vaccines, in ways that we believe conventional vaccine technologies cannot. Our pipeline includes pneumococcal conjugate vaccine, or PCV, candidates that we believe are the most broad-spectrum PCV candidates currently in development, targeting the \$7 billion global pneumococcal vaccine market. Our lead vaccine candidate, VAX-24, is a preclinical, 24-valent broad-spectrum pneumococcal conjugate PCV with preclinical proof-of-concept demonstrating potential to replace the standard of care that we expect to advance into clinical trials in the second half of 2021. Our pipeline also includes VAX-XP, a PCV with an expanded breadth of coverage of at least 30 strains, including newly emerging strains responsible for invasive pneumococcal disease and antibiotic resistance; VAX-A1, a prophylactic vaccine candidate designed to prevent Group A Strep infections; and VAX-PG, a therapeutic vaccine candidate designed to slow or stop the progression of periodontal disease by targeting the keystone pathogen responsible for this chronic, oral inflammatory disease. We completed our initial public offering in June 2020, raising \$287.5 million in gross proceeds.

Summary:

Vaxcyte is looking for an energetic and talented individual to join Vaxcyte's Facilities organization. The primary function of this Director-level position is to lead overall Facilities operations and site services, including support for R&D laboratories (research, protein, polysaccharide, analytical, formulation, conjugation). This position will manage and grow a high-performing and service-centric team comprised of full-time employees, contingent workers and 3rd party partners. Beyond functional and technical experience, primary keys to success for this role focus on relationships, culture, trust, forward-thought, and operational excellence. The Facilities Director reports to the Vice President of IT and Facilities.

Note: rotational, shared 24x7 on-call support is required of this role.

Essential Functions:

- Ensure Vaxcyte complies with EH&S and other required facilities-related statutory requirements.
- Provide guidance and oversight for on-site COVID policies and procedures.
- Planning oversight for installation, maintenance, calibration, etc. of lab equipment.
- Help cultivate a culture of compliance with job-appropriate policies, procedures and training.
- Collaborate, develop and evolve a rolling 3-5 year strategic Facilities roadmap.
- Plan and co-lead relocations, expansions and redesign initiatives (multi-site, short-term).
- Oversee ongoing space planning and assignment move/add/change efforts.
- Manage site functions including food/beverage, janitorial, repairs, hazardous waste, etc.

- Establish and maintain 24x7 on-call schedule, site lead roster and emergency call tree.
- Ensure all key processes and systems (security, safety, lab) are integrated and monitored.
- Maintain master calendar for required inspections, submissions and (re)certifications.
- Establish and operationalize strategic relationships with key external partners.
- Lead, coach and manage a high-performing Facilities team with a focus on career growth.
- Help nurture and grow workplace engagement through creative Facilities solutions.
- Liaise regularly with property managers, external agencies and key 3rd party partners.
- Engage regularly with employees and business partners to forge relationships and build trust.
- Operationalize and/or automate Facilities functions for improved consistency and efficiency.
- Develop procedures that comply with appropriate cGxP and other statutory requirements.
- Manage Facilities projects and serve as SME for cross-functional and enterprise initiatives.
- Establish functional KPI's and report regularly on performance against metric/measure targets.
- Create a customer-centric Facilities support capability built upon solid process and technology.
- Work with IT and business partners to identify, implement and evolve Facilities systems.
- Partner closely with Finance to establish, monitor and maintain Facilities budgets.
- Plan, oversee and track Facilities-related procurement; help optimize procurement process.
- Serve as Facilities SME and point of contact during audits.
- Assist with Vaxctye's emergency and continuity planning with ongoing table-top exercises.
- Ensure appropriate security solutions and monitoring are in place; serve as security lead.
- Partner with HR to define and manage standards for ergo assessments and offerings.
- Troubleshoot and perform minor repairs in office and laboratory settings.

Requirements:

- BS in Engineering or similar technical-related degree.
- 10+ years' Facilities experience in the life sciences industry, biotech preferred.
- 5+ years' people-management experience.
- Project management experience with office and lab builds; manufacturing a plus.
- Expert-level proficiency with facilities and lab systems such as BMS, CMMS, ELN/LIMS.
- Proficient, hands-on experience with biotech laboratory instruments and equipment.
- Relentless focus and passion around process improvements (efficiency and automation).
- Fluent in Facilities-related statutory/regulatory requirements for a public life sciences company.
- Proficiency developing and managing corporate EH&S programs.
- Practical experience with system/equipment qualification plans and protocols.
- Ability to thrive in a highly-dynamic and fluid environment where priorities may quickly change.
- Excellent communication, customer service and relationship skills are an absolute must.

Reports to: Vice President of IT and Facilities

Location: Foster City, CA

Compensation:

The compensation package will be competitive and includes comprehensive benefits and an equity component.

Send resumes to:

careers@vaxcyte.com

Vaxcyte, Inc.
353 Hatch Drive
Foster City, CA 94404