

Call reference number	(2026-19)
Call name	Position for Facilities & Infrastructure Manager
Application Deadline	2026/10/14

Introduction and main description
BCMaterials is seeking a motivated and experienced professional for the position of Facilities & Infrastructure Manager, to oversee and manage their laboratory and office facilities. The ideal candidate will be responsible for managing maintenance tasks and organizing a team of laboratory technicians to ensure the proper functioning of existing infrastructure services and provide support to researchers, as well as for finding solutions for the frequent renovations, adaptations, and expansions required by the facilities. The position is within the framework of an international and multidisciplinary environment. BCMaterials is an autonomous research centre, included in the BERC's (Basque Excellence Research Centers) network and its mission is to generate knowledge on the new generation of materials, turning this knowledge into (multi)functional solutions and devices for the benefit of society. The successful candidate will report directly to the General Manager and will work in coordination with other service managers in the organization.

Skills and Requirements
REQUIREMENTS • Degree in Industrial Engineering, Mechanical Engineering, Electrical Engineering, Building Engineering, another scientific degree, or an equivalent technical qualification. • A minimum of 4 years of professional experience in facilities, infrastructure, engineering projects, technical services or maintenance management. • Experience working in technical environments involving laboratories, scientific facilities, industrial buildings, technical installations or similar infrastructures. • Experience coordinating external contractors and technical service providers. • Solid understanding of building and laboratory infrastructure systems, including: - Electrical installations. - HVAC systems. - Ventilation and extraction systems. - Technical gas distribution networks. - Water and utility services. - Safety-related installations. • Ability to analyse infrastructure requirements associated with new scientific equipment and laboratory adaptations. • Ability to interpret technical drawings and engineering documentation. • Advanced proficiency of Microsoft software tools, ticket management platforms, and digital documentation systems. • Effective written and verbal communication skills in English, at B2 level or higher according to the Common European Framework of Reference for Languages (CEFR). Candidates must be able to communicate effectively in an international working environment. • Advanced proficiency in Spanish is mandatory. The candidate must be able to communicate fluently and effectively in a professional environment. Accreditation may be

Skills and Requirements

required if deemed necessary.

ADDITIONAL VALUED SKILLS AND EXPERIENCE

- Experience in research centres, universities, scientific facilities, hospitals or other highly technical environments.
- Experience preparing technical specifications and supporting public procurement or tendering procedures.
- Experience using CAD tools, SharePoint, Confluence, Jira Service Management, Assets or similar applications and platforms for collaboration, documentation and ticket management.
- Qualification as a Higher-Level Occupational Risk Prevention Technician
- Experience coordinating preventive activities, contractors and external service providers.
- Knowledge of occupational health and safety regulations applicable to technical facilities and laboratory environments.
- Ability to work effectively with highly qualified scientific personnel while maintaining institutional consistency and compliance requirements.
- Negotiation and stakeholder-management skills.
- Strong organisational and documentation capabilities.
- Ability to take ownership and operate autonomously.
- Structured and methodical approach to decision-making.
- Commitment to continuous improvement and long-term infrastructure planning.
- Strong commitment to safety, regulatory compliance and good engineering practices.

Work Program / Duties / Responsibilities

- Facilities and Infrastructure Management
 - Ensure the correct operation, maintenance and improvement of all technical installations and facilities managed by BCMaterials, and coordinate with third parties regarding externally managed building services.
 - Plan and supervise preventive and corrective maintenance activities.
 - Coordinate external maintenance companies, contractors and technical suppliers.
 - Monitor technical service quality, compliance and performance.
- Laboratory Adaptation and Technical Projects
 - Analyse requirements associated with new scientific equipment and research activities.
 - Evaluate alternative technical approaches and identify the most efficient solution from operational, technical and economic perspectives.
 - Lead implementation of approved projects and monitor execution until completion.
- Occupational Health and Safety
 - Act as internal reference person regarding occupational health and safety matters.
 - Promote compliance with safety regulations and institutional standards.
 - Coordinate contractor activities and ensure adherence to applicable safety procedures.
- Procurement and Contracting Support
 - Assist in preparing technical specifications for procurement, works and service contracts.
 - Request, analyse and compare supplier quotations.
 - Support tendering and procurement processes from a technical perspective.
 - Monitor contractor performance and contractual compliance.
- Documentation and Asset Management
 - Maintain accurate and up-to-date technical documentation.
 - Maintain facility layouts, drawings and infrastructure records.
 - Maintain inventories related to facilities, technical assets and infrastructure.
- Team Leadership

Work Program / Duties / Responsibilities

- Manage the team of laboratory assistants and technicians.
- Organise priorities and workloads.
- Promote safe and efficient working practices.
- Stakeholder Management
 - Serve as primary technical interface between infrastructure service providers and insitute's scientific groups.
 - Liaise with building owners, public authorities, external contractors and service providers
- Collaboration with the process of Access Permissions to the Center.

Application Procedure

Apply by submitting a motivation letter and a CV (in English) using the "Contact" button at the corresponding offer, at the "Join Us" area on BCMaterials' portal (<https://www.bcmaterials.net/join-us>).

Your name and email address will be required for further contact too.

Other Relevant Information

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities. 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.