LABORATORY OPERATIONS

Assistant Laboratory Manager

JD NUMBER	REVISION	FLSA STATUS
JD-GEN-04	**Rev 1 · 2026-06-21**	**Exempt**
REPORTS TO	**PAY GRADE**	**LOCATION**
Laboratory Manager	**M2**	**Phoenix, AZ — occasional travel to customer sites**
SUPERVISES		
Calibration Technician, Calibration Technician in Training (day-to-day workflow assignment)		

POSITION SUMMARY

The Assistant Laboratory Manager supports the Laboratory Manager in directing daily calibration laboratory operations and assumes full laboratory management authority in the Laboratory Manager's absence. This role combines bench-level technical proficiency across multiple calibration disciplines with supervisory responsibility for the Calibration Technician and Calibration Technician in Training levels, ensuring work assignments, documentation, and certificate quality consistently meet FCI's accreditation requirements and customer TAT commitments. The Assistant Laboratory Manager actively participates in procedure maintenance, technician mentoring, and the FCI QMS.

ISO/IEC 17025:2017 Alignment	Clause 6.2 — Personnel training records and competency evaluation for T1–T2 staff; Clause 6.4 — Equipment status monitoring and preventive maintenance scheduling; Clause 7.1 — Review of requests, tenders, and contracts (assists with technical scope review for incoming orders); Clause 7.6 — Evaluation of measurement uncertainty for routine disciplines; Clause 7.8 — Reporting results (first-level certificate review for accuracy and completeness).
FCI Quality Program	Acts as a first-level reviewer of calibration records and certificates before submission to the Laboratory Manager or authorized signatory; participates in internal audits as auditee for laboratory operations; initiates CARs for workflow non-conformances identified during daily operations; maintains the equipment preventive maintenance log and escalates overdue items to the Laboratory Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assign daily work orders to Calibration Technicians and Technicians in Training using MET/TEAM scheduling; balance workload to meet customer-committed TATs and accreditation throughput expectations.
- Perform calibrations independently across at least two FCI-accredited disciplines; produce calibration records, uncertainty statements, and draft certificates meeting FCI's certificate format requirements.
- Conduct first-level technical review of calibration records and certificates generated by T1–T2 technicians; verify instrument identification, reference standard traceability, measurement data integrity, and uncertainty budget application before forwarding for authorized signatory approval.
- Assume full Laboratory Manager responsibilities — including authorized signatory functions within the assigned scope — during the Laboratory Manager's planned or unplanned absences.

- Train and evaluate Calibration Technicians (T2) and Technicians in Training (T1) in calibration procedures, uncertainty calculation methods, and MET/TEAM data entry; document training completion and competency assessments in personnel qualification records.
- Monitor the equipment calibration due-date register daily; initiate external calibration purchase requisitions for reference standards due for recall, verify received certificates for traceability compliance, and update LIMS status records.
- Investigate customer-reported discrepancies and OOT findings for assigned disciplines; perform impact assessments on previously calibrated instruments and document findings in the nonconforming work record.
- Support the Laboratory Manager in authoring and revising calibration procedures, work instructions, and uncertainty budget templates for routine disciplines.
- Maintain 5S standards in calibration work areas; enforce clean-bench protocols, ESD precautions, and environmental monitoring check-in procedures at the start of each shift.
- Coordinate with the Customer Service Representative on equipment intake quality — confirm item identification, condition photo documentation, and MET/TEAM FCID assignment before items are released to the calibration queue.

REQUIRED QUALIFICATIONS

- Associate's degree or higher in Electronics Technology, Physics, Metrology, or a related technical field; or equivalent formal military metrology training (e.g., 35S MOS, Navy ET/PMEL).
- Minimum 4 years of calibration laboratory experience, with demonstrated independent proficiency in at least two accredited calibration disciplines.
- Experience with measurement uncertainty evaluation using GUM-based methods for routine calibration disciplines.
- Proficiency in MET/TEAM or equivalent LIMS for work order management, data entry, and certificate generation.
- Demonstrated ability to train and evaluate junior technician performance in a laboratory setting.
- Knowledge of ISO/IEC 17025:2017 technical requirements and practical experience working in an accredited calibration laboratory.
- Strong attention to detail and written documentation skills.

PREFERRED QUALIFICATIONS

- U.S. military PMEL or TMDE shop-supervision experience — strongly preferred.
- ASQ Certified Calibration Technician (CCT) or NCSL International equivalent.
- Competency in three or more FCI-accredited calibration disciplines.
- Prior experience as a lead or senior calibration technician with certificate review responsibilities.
- Experience with Fluke 5700A-series multifunction calibrators, Fluke 5500A, or equivalent primary electrical standards.
- Familiarity with ILAC G8 decision rules and their application to calibration pass/fail determinations.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Physical demands	Regularly required to stand and work at bench level within the calibration laboratory for extended periods (4+ hours per shift). Must be able to lift and maneuver calibration artifacts, test sets, and reference standards up to 50 lb. Requires fine motor control for precision connector handling, torque application, and instrument adjustment. Color vision adequate to read resistor color codes and panel labeling required.

Work environment	Climate-controlled metrology laboratory (20±2°C, 40±10% RH in primary calibration areas). Lab environment includes energized electrical equipment, RF signal sources, and precision mechanical standards. ESD wrist straps and safety glasses required in active calibration bays. Occasional travel to customer sites (up to 10%).

SCOPE OF DUTIES

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Field Calibrations, Inc.'s operations, its accreditation, and its customers. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Field Calibrations, Inc. for employees who demonstrate initiative, reliability, and continued professional development. Management retains the right to add, remove, or modify duties and responsibilities at any time to support the operational, quality, and strategic goals of Field Calibrations, Inc.

EQUAL EMPLOYMENT OPPORTUNITY

Field Calibrations, Inc. is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other protected status.

VETERAN HIRING PREFERENCE

Field Calibrations, Inc. observes a veteran hiring preference across all positions. Qualified veterans and transitioning service members are strongly encouraged to apply and will receive preferential consideration consistent with applicable state and federal law and FCI hiring policy.

APPLICANT ACKNOWLEDGMENT

By signing below, I confirm that I have read this job description and understand the duties, qualifications, and working conditions of this position.

Signature _____ **Date** _____

Printed name _____