LABORATORY OPERATIONS

Senior Calibration Technician

JD NUMBER **JD-GEN-06**	REVISION **Rev 1 · 2026-06-21**	FLSA STATUS **Non-Exempt**
REPORTS TO **Laboratory Manager**	PAY GRADE **T4**	LOCATION **Phoenix, AZ — frequent travel to customer sites for on-site calibration (field work)**
SUPERVISES **None (technical mentor and first-level trainer for T1–T3 staff)**		

POSITION SUMMARY

The Senior Calibration Technician is the highest-level bench technical role in FCI's technician career ladder, requiring independent mastery across three or more accredited calibration disciplines and significant responsibility for procedure development, measurement uncertainty work, and scope maintenance. This role owns the technical development and upkeep of calibration procedures and uncertainty budgets for assigned disciplines, contributes directly to FCI's accredited scope maintenance with IAS, and serves as the primary technical mentor and real-time trainer for Lead, Calibration, and Trainee Technicians. The Senior Calibration Technician performs the most complex and highest-risk calibrations in FCI's portfolio, including primary-level electrical standards work and multi-parameter uncertainty analyses.

ISO/IEC 17025:2017 Alignment	Clause 6.2 — Mentor and evaluate competency for T1–T3 technicians; Clause 6.4 — Equipment acceptance testing and reference standard performance verification; Clause 6.5 — Traceability chain verification for assigned discipline standards; Clause 7.2 — Calibration method validation for assigned disciplines; Clause 7.6 — Measurement uncertainty budget authoring and peer review; Clause 7.8 — Certificate technical review for complex or multi-parameter calibrations.
FCI Quality Program	Authors and revises calibration procedures and uncertainty budget documents for assigned disciplines within the FCI document control system; performs peer technical review of calibration records and uncertainty calculations for T2–T3 technicians at the request of the Laboratory Manager; participates as an auditee in internal audits; initiates CARs for technical non-conformances discovered during routine calibration work.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform complex and multi-parameter calibrations independently across three or more FCI-accredited disciplines (e.g., DC/LF Electrical, RF/Microwave, Dimensional, Pressure, Temperature, Torque, Mass, or as assigned), generating complete calibration records in MET/TEAM.
- Author, revise, and validate calibration procedures and step-by-step work instructions for assigned disciplines; maintain document revision history and submit finalized procedures to the QA Manager for document control approval.
- Develop and maintain measurement uncertainty budgets for assigned discipline procedures using GUM methodology; update budgets when reference standards, methods, or environmental controls change.

- Mentor Lead Calibration Technicians (T3) and below in discipline-specific techniques, uncertainty concepts, equipment handling, MET/TEAM data entry, and certificate formatting; document training observations in personnel qualification records.
- Perform equipment acceptance testing on newly received reference standards — execute validation protocols, record test data, and certify equipment as fit for use in FCI's calibration program before LIMS activation.
- Conduct OOT impact assessments for assigned disciplines when a reference standard is found to be out of calibration; determine the scope of affected certificates and prepare impact notifications per FCI's nonconforming work procedure.
- Represent FCI as the primary technical resource during on-site field calibration work at customer facilities; manage field kit preparation, on-site uncertainty management, and field report generation per FCI field service procedures.
- Participate as a technical subject-matter expert during IAS assessments; present procedure documentation, uncertainty budget rationale, and traceability records to assessors for assigned disciplines.
- Review and verify the calibration certificates generated by Lead Technicians for technical accuracy, completeness of uncertainty statements, and compliance with ILAC P14 reporting requirements before submission to the authorized signatory.
- Identify opportunities for scope expansion based on customer demand and FCI capability; prepare preliminary capability assessments and propose scope additions to the Laboratory Manager.

REQUIRED QUALIFICATIONS

- Associate's degree or higher in Electronics Technology, Physics, Metrology, or a related technical field; or equivalent formal military metrology training (PMEL, TMDE, or equivalent MOS/rating) combined with 6+ years of calibration experience.
- Minimum 6 years of calibration laboratory experience, with demonstrated independent proficiency in three or more calibration disciplines.
- Demonstrated ability to author GUM-based measurement uncertainty budgets and calibration procedures at a level suitable for accreditation body technical review.
- Proficiency in MET/TEAM (or equivalent LIMS) for work order processing, measurement data entry, and certificate generation.
- Experience performing high-accuracy electrical calibrations using Fluke 5700A/5720A-series or equivalent multifunction calibrators.
- Working knowledge of ISO/IEC 17025:2017 technical requirements, with experience functioning in an accredited laboratory through at least one AB assessment cycle.
- Demonstrated ability to train and technically evaluate junior calibration personnel.

PREFERRED QUALIFICATIONS

- Graduate of a formal U.S. military PMEL or TMDE training pipeline (USAF 2P0X1, Army/USMC 35T, Navy CALIB) — strongly preferred.
- ASQ Certified Calibration Technician (CCT) or NCSL International equivalent certification.
- Experience with RF/microwave calibrations using a vector network analyzer (VNA) or power meter/sensor systems.
- Competency in four or more accredited calibration disciplines.
- Experience with Fluke MET/CAL automated calibration procedure development.
- Prior experience representing a calibration laboratory to an IAS or A2LA assessor team.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Physical demands	Regularly required to stand and work at bench level for extended periods. Must be able to lift and carry calibration field equipment kits, standards, and artifacts up to 50 lb. Requires fine motor control for precision connector torque, instrument adjustment, and handling of ESD-sensitive components. Color vision required for resistor and wiring identification. Valid driver's license required for customer site travel.
Work environment	Climate-controlled metrology laboratory (20±2°C, 40±10% RH in calibration areas) as primary work environment. Regular travel to customer sites (up to 25%), which may include industrial manufacturing floors, aerospace facilities, hospital/medical device environments, or government installations — each with site-specific safety and PPE requirements. ESD wrist straps, safety glasses, and site-specific PPE required as applicable.

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 _____