LABORATORY OPERATIONS

Lead Calibration Technician

JD NUMBER	REVISION	FLSA STATUS
JD-GEN-07	Rev 1 · 2026-06-21	Non-Exempt
REPORTS TO	**PAY GRADE**	**LOCATION**
Laboratory Manager	T3	Phoenix, AZ — occasional travel to customer sites
SUPERVISES		
Calibration Technician (T2), Calibration Technician in Training (T1) — daily task direction		

POSITION SUMMARY

The Lead Calibration Technician bridges the gap between bench execution and supervisory oversight in FCI's calibration technician ladder. This role requires independent technical proficiency across three or more FCI-accredited calibration disciplines and the ability to direct, train, and quality-check the work of Calibration Technicians and Technicians in Training on a daily basis. The Lead Calibration Technician is the first-line quality checkpoint for calibration records before they advance to authorized signatory review and is responsible for enforcing work area discipline, documentation standards, and MET/TEAM data integrity for the team.

ISO/IEC 17025:2017 Alignment	Clause 6.2 — On-the-job training delivery and competency observation for T1–T2 staff; Clause 6.4 — Daily equipment status and condition monitoring for assigned discipline benches; Clause 7.6 — Application and verification of measurement uncertainty for routine calibration disciplines; Clause 7.8 — First-level review of calibration records and draft certificates for completeness and technical accuracy.
FCI Quality Program	Performs first-level review of calibration records produced by T1 and T2 technicians for documentation completeness, correct uncertainty application, and MET/TEAM data integrity; reports recurring documentation errors or procedural deviations to the Assistant Laboratory Manager or Laboratory Manager; participates as auditee in internal audits; maintains assigned bench calibration due-date tracking and notifies management of impending standard recall needs.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform independent calibrations across three or more FCI-accredited disciplines, generating calibration records and draft certificates in MET/TEAM that meet FCI's accuracy, uncertainty, and format requirements.
- Direct the daily calibration work of assigned T1 and T2 technicians — assign work orders by difficulty and competency level, provide real-time technical guidance, and review completed records before submission.
- Conduct first-level review of calibration records produced by T1 and T2 technicians; verify instrument identification, reference standard selection, measurement data, uncertainty calculations, and certificate completeness before forwarding for authorized signatory review.
- Train Calibration Technicians in Training (T1) in one or more calibration disciplines under an approved training plan; document training sessions, observed competency demonstrations, and evaluation outcomes in personnel qualification records.

- Prepare and maintain the calibration work area in an orderly, clean, and metrologically controlled state; enforce ESD precautions, environmental check-in logging, and clean-bench protocols at the start and end of each shift.
- Monitor the calibration due-date status of equipment standards assigned to bench areas; report upcoming due dates to the Assistant Laboratory Manager with sufficient lead time for recall PO initiation.
- Perform or assist with incoming equipment inspection for the calibration queue — confirm item identification matches work order, note and photograph any pre-existing damage, and document findings in MET/TEAM before calibration commences.
- Execute MET/CAL automated calibration procedures for applicable instruments; review automated test results for completeness and correctness of uncertainty application before accepting records.
- Support the Senior Calibration Technician in performing OOT impact assessments for affected instruments in assigned disciplines.
- Participate as a functional auditee during internal audits; present calibration records, uncertainty documentation, and training records for assigned disciplines to the internal auditor.

REQUIRED QUALIFICATIONS

- Associate's degree or higher in Electronics Technology, Physics, or a related technical field; or equivalent formal military PMEL/TMDE training combined with 4+ years of calibration experience.
- Minimum 4 years of calibration laboratory experience, with demonstrated independent proficiency in at least two accredited calibration disciplines and working knowledge of a third.
- Proficiency in MET/TEAM (or equivalent LIMS) for work order processing, data entry, and certificate generation.
- Experience applying GUM-based measurement uncertainty to routine calibration procedures.
- Demonstrated ability to perform technical review of peer calibration records for documentation accuracy and procedural compliance.
- Basic familiarity with ISO/IEC 17025:2017 technical requirements as applied in an accredited calibration laboratory.
- Strong written documentation skills and attention to data integrity.

PREFERRED QUALIFICATIONS

- U.S. military PMEL or TMDE journeyman experience — strongly preferred.
- ASQ Certified Calibration Technician (CCT) or equivalent.
- Experience with Fluke MET/CAL automated calibration procedures.
- Competency in three or more FCI-accredited calibration disciplines.
- Experience mentoring or formally training junior calibration technicians.
- Prior experience in IAS- or A2LA-accredited laboratory environments.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Physical demands	Regularly required to stand and work at bench level for extended periods. Must be able to lift and position calibration equipment and standards up to 50 lb. Fine motor control required for precision connector handling, instrument adjustment, and ESD-sensitive component work. Color vision adequate for resistor color code and wiring identification.

Work environment	Climate-controlled metrology laboratory (20±2°C, 40±10% RH). Work involves energized electrical test equipment, RF sources, precision mechanical standards, and pressure equipment. 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 _____