LABORATORY OPERATIONS

Calibration Technician

JD NUMBER	REVISION	FLSA STATUS
JD-GEN-08	Rev 1 · 2026-06-21	Non-Exempt
REPORTS TO	**PAY GRADE**	**LOCATION**
Lead Calibration Technician	T2	Phoenix, AZ — occasional travel to customer sites
SUPERVISES		
None		

POSITION SUMMARY

The Calibration Technician independently performs calibrations in one or two FCI-accredited disciplines under the general oversight of the Lead Calibration Technician, producing calibration records and draft certificates that meet FCI's documentation and metrological accuracy standards. This role is the primary production-level bench position in the FCI technician ladder, expected to operate without step-by-step guidance once competency authorization is granted for a discipline. The Calibration Technician actively participates in FCI's quality system by maintaining documentation discipline, reporting anomalies, and supporting continuous improvement activities.

ISO/IEC 17025:2017 Alignment	Clause 6.2 — Fulfills competency requirements for authorized disciplines; completes training plan milestones toward additional discipline authorization; Clause 6.4 — Performs daily functional checks on assigned reference standards and test equipment; reports out-of-service or out-of-tolerance conditions; Clause 7 — Generates complete and accurate calibration records per FCI-approved procedures for authorized disciplines; Clause 7.6 — Applies standard uncertainty budgets as documented in FCI procedures.
FCI Quality Program	Generates calibration records and MET/TEAM entries that meet FCI documentation standards for accuracy, completeness, and traceability reference; reports potential non-conformances (OOT readings, equipment anomalies, procedural ambiguities) to the Lead Calibration Technician; maintains assigned work area in a metrologically controlled state and logs environmental readings per FCI's environmental monitoring procedure.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform calibrations independently in authorized discipline(s) using FCI-approved calibration procedures; record all measurement data, reference standard identifiers, environmental conditions, and uncertainty references in MET/TEAM.
- Apply measurement uncertainty budgets as documented in FCI's approved uncertainty procedure for each authorized discipline; confirm correct uncertainty source selection before generating the calibration record.
- Perform daily pre-shift functional checks on assigned reference standards and test equipment; verify calibration status labels are current and record environmental conditions in the facility monitoring log.
- Identify and immediately report Out-of-Tolerance (OOT), Out-of-Service (OOS), or anomalous measurement results to the Lead Calibration Technician before completing the affected work order.

- Maintain calibration bench area in a clean, organized state consistent with FCI's 5S program and environmental control requirements; store precision standards in designated conditions when not in use.
- Execute Fluke MET/CAL automated calibration procedures for applicable instruments under the approved procedure; review automated test outputs for completeness before accepting the data record.
- Assist the Lead Calibration Technician with incoming equipment inspection — confirm item identity against the work order, photograph pre-existing damage, and record findings before beginning calibration.
- Participate in required training activities toward additional discipline competency authorizations; complete training plan milestones and submit completed training records to the Lead Calibration Technician.
- Support the Lead Calibration Technician and Senior Calibration Technician in procedure walkthroughs, uncertainty budget reviews, and internal audit preparation as directed.
- Occasionally perform calibrations at customer sites under the supervision of the Senior Calibration Technician or Laboratory Manager as authorized by FCI's field service procedure.

REQUIRED QUALIFICATIONS

- Associate's degree in Electronics Technology, Electrical Engineering Technology, Physics, or a related technical field; or equivalent formal military PMEL/TMDE or metrology training.
- Minimum 2 years of hands-on calibration laboratory experience, with demonstrated proficiency in at least one calibration discipline.
- Working proficiency in MET/TEAM (or equivalent LIMS) for work order processing and data entry; or demonstrable ability to learn quickly with structured onboarding.
- Basic understanding of measurement uncertainty concepts as applied to routine calibration (4:1 TUR reasoning, standard uncertainty sources).
- Familiarity with ISO/IEC 17025:2017 calibration documentation requirements.
- Strong attention to detail, data entry accuracy, and documentation discipline.

PREFERRED QUALIFICATIONS

- Graduate of a U.S. military PMEL or TMDE training pipeline — strongly preferred.
- ASQ Certified Calibration Technician (CCT) or active candidacy.
- Experience performing DC/LF electrical calibrations using Fluke 5500A, 5700A, or equivalent standards.
- Familiarity with Fluke MET/CAL automated calibration procedures.
- Prior experience in an IAS- or A2LA-accredited calibration laboratory.
- Competency authorization in two or more calibration disciplines.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Physical demands	Regularly required to stand and work at bench level for extended periods (4–6 hours per shift). Must be able to lift calibration equipment, instrument cases, and artifacts up to 50 lb. Fine motor control required for precision connector torquing, instrument adjustment, and ESD-sensitive equipment handling. Color vision adequate for resistor color code and wiring identification.

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