LABORATORY OPERATIONS

Calibration Technician in Training

JD NUMBER	REVISION	FLSA STATUS
JD-GEN-09	Rev 1 · 2026-06-21	Non-Exempt
REPORTS TO	**PAY GRADE**	**LOCATION**
Lead Calibration Technician	T1	Phoenix, AZ
SUPERVISES		
None		

POSITION SUMMARY

The Calibration Technician in Training is the entry-level position in FCI's technician career ladder, designed for candidates with foundational electronics or metrology education who are developing hands-on calibration proficiency under direct supervision. The Trainee works within a structured training plan toward competency authorization in a minimum of one calibration discipline, learning FCI's quality documentation system, MET/TEAM LIMS, and ISO/IEC 17025:2017 calibration record requirements. Unsupervised calibration performance is not authorized until the Lead Calibration Technician and Laboratory Manager formally document competency for the assigned discipline.

ISO/IEC 17025:2017 Alignment	Clause 6.2 — Actively participates in a formal, documented training plan toward first competency authorization; all calibration work performed under direct supervision until authorization is granted; training records maintained in the personnel qualification file per Clause 6.2.5; Clause 6.4 — Learns equipment identification, calibration status label interpretation, and standard functional check procedures under supervision.
FCI Quality Program	Completes all assigned training modules within the FCI QMS onboarding curriculum, including document control procedures, nonconforming work reporting, and calibration record integrity requirements; submits training sign-off sheets to the Lead Calibration Technician; reports anomalous conditions observed during supervised calibration work immediately to the supervising technician.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Participate in a structured on-the-job training program under the direct supervision of the Lead Calibration Technician or Senior Calibration Technician, progressing through defined competency milestones for the assigned discipline.
- Shadow and assist authorized calibration technicians in performing calibrations for the assigned training discipline — observe measurement techniques, data recording practices, and uncertainty source identification.
- Learn and apply FCI's calibration documentation standards by completing practice calibration records in MET/TEAM under supervised conditions; review record entries with the supervising technician before submission.
- Complete FCI's QMS onboarding training curriculum, including: ISO/IEC 17025:2017 overview, document control procedures, calibration record integrity standards, nonconforming work reporting, and environmental monitoring check-in requirements.
- Perform assigned support tasks in the calibration laboratory under supervision, including: equipment intake assistance, calibration sticker application after authorized review, equipment transport within the lab, and bench area 5S maintenance.

- Learn to identify calibration status label conditions (Calibrated, Limited Use, Out of Service, Out of Tolerance) and understand when to escalate instrument status concerns to the supervising technician.
- Assist in equipment preparation for field service jobs (packing, labeling, documentation) under the direction of the Lead or Senior Calibration Technician.
- Maintain a personal training log documenting completion of procedure read-throughs, observed calibrations, and supervised calibration attempts for each discipline module.
- Complete competency demonstration exercises (written or practical) at defined training plan milestones; achieve a satisfactory evaluation from the Lead Calibration Technician before advancing to the next module.
- Progress toward formal competency authorization in a minimum of one FCI-accredited calibration discipline within 6–12 months of hire, per the timeline defined in the individual training plan.

REQUIRED QUALIFICATIONS

- High school diploma or GED required; Associate's degree in Electronics Technology, Electrical Engineering Technology, Physics, or a related technical field strongly preferred.
- Completion of formal coursework in basic electronics, electrical fundamentals, or metrology (community college, vocational program, or military technical training).
- Demonstrated ability to follow written technical procedures with precision and attention to detail.
- Basic mathematics proficiency including algebra, unit conversions, and reading of technical specifications (tolerance, range, resolution).
- Ability to learn and use computer-based documentation systems (MET/TEAM training will be provided).
- Strong work ethic, punctuality, and willingness to receive constructive feedback during supervised training.

PREFERRED QUALIFICATIONS

- Recent separation from a U.S. military PMEL or TMDE training pipeline — strongly preferred for entry-level placement.
- Any hands-on laboratory or electronics bench experience, even in a non-calibration context.
- Enrollment in or completion of an ASQ Certified Calibration Technician (CCT) preparation program.
- Familiarity with multimeter operation and basic AC/DC electrical measurement concepts.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Physical demands	Regularly required to stand and work at bench level for extended periods. Must be able to lift calibration instruments and equipment cases up to 50 lb with or without assistance. Fine motor control required for instrument handling and connector care. Color vision adequate for resistor color code reading required.
Work environment	Climate-controlled metrology laboratory (20±2°C, 40±10% RH). Work involves energized electrical equipment and precision measurement systems — all contact under direct supervision until authorized. ESD wrist straps, safety glasses, and training on FCI electrical safety procedures required before entering active calibration bays.

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