

JOB DESCRIPTION

Title: Calibration Technician

Reports To:

Technical Director

Targeted Start Date:

Immediate

Work Hours:

Regular full time.

Roles and Responsibilities

The calibration technician is principally responsible for successful execution and management of all internal and external instrument calibration work.

- Perform routine calibration of photonic and fiber optic test equipment (internal use and external customers)
- Evaluate and troubleshoot non-operational instruments. Coordinate with customer service to determine pricing, repair lead-time, and repair approvals with external clients.
- Create, maintain, and execute calibration procedures for various instrumentation and equipment
- Maintain calibration and repair schedules and monitor average lead-time.
- Perform routine calibration for Experior Laboratories equipment.
- Maintain calibration database for all internal instruments and monitor due dates, perform calibrations, and generate calibration paperwork (certificates and reports).
- Coordinate all calibration with external calibration vendors for instruments that can not be calibrated internally.
- Evaluate calibration vendors based on qualification and expertise and monitor their performance.
- Participate in audits by external bodies and represent Experior Laboratories calibration department
- Validate calibration methods
- Coordinate inter and intra-laboratory proficiency testing
- Work with technical management and establish goals to expand internal calibration capabilities and establish scope approval for such capabilities under ISO/IEC-17025:2005

Requirements (Special Knowledge, Education, Ability and Skills)

- 5+years of experience as a Calibration Technician.
- Formal training in Metrology, such as the Precision Measurement Equipment Course (PMEL) or TMDE gained through the military is highly desirable and/or an Associates Degree, preferably in a technical discipline specific to calibration and instrumentation
- Detailed experience with quality management systems (ISO-17025, ISO-9001, MIL-STD-790, etc) highly desirable
- U.S. Citizen or U.S. Permanent Resident status required
- Must have a valid driver's license
- Experience and / or training in equipment calibration in any of the following:
 - Electrical instrumentation
 - Physical Dimensional
 - RF Calibration
- Capable of lifting (40 pounds)
- Thorough knowledge of standard business software products (Microsoft Office, Outlook, CRM, Windows XP etc.)

Experior Laboratories, Inc.
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- Strong competency in record keeping / organization, database maintenance, spreadsheets.
- Ability to maintain excellence and accuracy in a dynamic, fast-paced, multi-disciplinary environment.
- Ongoing commitment to advance knowledge in the field of instrument calibration methods and providing excellent customer service.
- Must work well in a team environment and must demonstrate excellent communication skills in the interaction with customers
- Must demonstrate attention to detail and conscientiousness related to the quality of work
- Experience in working with fiber optic measurements
- Analytical problem solving
- Self directed and highly motivated
- Good understanding of basic electrical and optical concepts
- Troubleshooting of electrical circuits and signals
- Proficient in the use of Oscilloscopes
- Soldering and circuit repair
- US Citizenship or US Permanent Resident status is required

Other Information

- Physical requirements: Lifting 40 lbs.
- Standing / Sitting: 40%/60%

Applications MUST be submitted through the Experior Labs website and must include a cover letter.
Please visit the following site to submit your application.

<http://www.experiorlabs.com/careers>