

Calibration Technician

Calibrates electronic test measuring equipment and signal generating equipment to conform to set standards. Tests, calibrates, adjusts and maintains electromechanical, mechanical, optical, pneumatic, hydro mechanical and pressure-type measuring and indicating instruments. Sets up calibration sequences, methods and procedures according to detailed specifications, blueprints, drawings and requirements. Disassembles, cleans, repairs and replaces defective parts of test equipment such as pressure gauges and tension meters. May monitor and verify quality in accordance with statistical process or other control procedures.

Level 1		Level 2		Level 3		Level 4	
Calibration Technician I		Calibration Technician II		Calibration Technician III		Sr. Calibration Technician	
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.	Full knowledge of the job. Substantial acquaintance with, and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job.		Considerable knowledge of the job. Complete acquaintance with, and understanding of, the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered.		Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.	
Supervision Received	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.		Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.		Minimal supervision. Work may be done without established procedures.	
Consequence of Errors	Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.		Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.		Errors are very difficult to detect and would normally require significant expenditures to resolve.	
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.		Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.		Contacts are frequent with individuals representing outside organizations, and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.	
Work Products (Examples may include but are not limited to)	Calibrates electronic and mechanical equipment. May repair and maintain electronic and mechanical equipment.	Calibrates, repairs and maintains electronic and mechanical equipment.		Calibrates, repairs, maintains, and develops manual and automated calibration procedures for electronic and mechanical equipment. Provides guidance and on-the-job training to less experienced ECM technicians. Ensures correct procedures, equipment standards and methodologies are being utilized. Answers questions and addresses problems encountered by these technicians during the performance of their duties. Provides in-depth on-the-job training on troubleshooting and repair of highly complex electronic and electromechanical equipment.		Calibrates, repairs, maintains and develops manual and automated calibration procedures for electronic and mechanical equipment. Provides guidance and on-the-job training to less experienced ECM technicians. Ensures correct procedures, equipment standards and methodologies are being utilized. Provides in-depth on-the-job training on troubleshooting and repair of highly complex electronic and electromechanical equipment. Keeps abreast of new developments in equipment calibration and maintenance. Assists in the study and analysis of existing programs, systems and equipment to improve efficiency and optimize utilization and cost effectiveness. Helps provide cost justification for new programs, systems and equipment. Participates in the coordination and implementation of approved changes.	

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Minimum Education and Experience	High School diploma plus 2 years formal technical training. 2 years of applicable technician experience.	High School diploma plus 2 years of formal technical training. 4 years of applicable technician experience.		AS in Engineering Technology, Military Electronic Specialty School or equivalent experience. 5+ years of diversified electronic calibration and maintenance experience with an A.S. Degree or Military Electronic Specialty school, or 10+ years of diversified electronic calibration and maintenance experience.		AS in Engineering Technology, Military Electronic Specialty School or equivalent experience. 10+ years of diversified electronic calibration and maintenance experience with an AS Degree or Military Electronic Specialty school, or 10+ years of diversified electronic calibration and maintenance experience.	