

Calibration Engineer

Department: Engineering – Calibration
Reporting to: Laboratory (SML) Manager

The logo consists of a vertical blue bar on the left and the letters 'DM' in a bold, black, sans-serif font to its right.

Purpose

To perform the calibration and, where appropriate, repair of instrumentation with the aim of meeting or surpassing customer expectations and quality standards.

Responsibilities & Duties

1. To attend Customer establishments and perform calibration of allocated equipment within agreed parameters; recording and evaluating all essential data, reporting and providing necessary feedback in terms of technical opinion and interpretation.
2. To complete and perform necessary tasks and where required undertake repair of equipment within the parameters defined by the Customer requirements.
3. Constantly review current methods and validation techniques, through job performance, training or advancement in technology or measurement techniques and make the necessary recommendation of new methods to the Laboratory Manager.
4. To liaise with the Laboratory Manager to expedite the completion of all work and co-operate with other members of the team to expedite work in progress.
5. To undertake any technical training related activities as may be appropriate, either as the trainee or trainer.
6. To ensure that all company owned test equipment currently in use is maintained and calibrated in accordance with the company Total Quality Policy before use.
7. To read and understand and comply with all QMS documentation, including the Quality Policy and Quality Objectives and to understand that everyone has a commitment to quality.
8. To comply with health and safety regulations and legislation and comply with all company policies and procedures.
9. To maintain immediate area of work to a neat and tidy standard.
10. To attend meetings internally or externally where required.
11. To undertake any additional associated duties as required by the Engineering Manager.

Qualifications

- ONC, HNC or Higher in Engineering, or relevant experience
- 3 years' experience in Calibration

I confirm my acceptance of this job description for the position of Calibration Engineer.

Signed **Date**

Calibration Engineer

Signed **Date**

Laboratory (SML) Manager