



Ludlum Measurements, Inc is seeking candidates for a:

Calibration Technician

(Knoxville, TN location)

JOB OBJECTIVE - Perform calibration of customer radiation detection meters and instruments including minor repair and adjustments as required. Document computerized and written work results records, certificates and other required documentation.

Essential Duties

- Calibrates instruments to meet established conformance standards.
- Tests instrument accuracy and makes adjustments as necessary.
- Work from verbal and written instructions and information supplemented by technical job knowledge and experience.
- Prioritize workload and scheduling according to calibration due dates, equipment location, and customer requirements, with a goal of minimizing past due service orders.
- Timely completion of tasks and work orders with appropriate documentation according to standard operating procedures, applicable standards, guidelines, practices, and policies
- Coordinate, schedule, monitor, and verify calibrations performed by outside vendors
- Prepare calibration data reports, data sheets, calibration certificates and other required documentation
- Maintain calibration and service records for work performed on laboratory bench/test equipment.
- Maintain appropriate spare parts and materials inventory levels as needed to sustain calibration operations of the calibration lab.
- Resolve issues through interface with customers, vendors, and management
- Understand/learn the nature and functionality of the products being inspected/calibrated
- Complete other duties as assigned by supervisor

Occasional Duties

- Train new calibration staff on proper operation and use of test equipment and calibration operations.
- Assist in updating departmental procedures.
- Assist with equipment repair activities.
- Contribute to special projects. This may include addressing equipment and special customer requirements, calculating program parameters, set-up, data collection, tear-down, fulfilling the customer's requirements within the project's parameters for data collection and documentation.
- Assist with the support of management with supplying departmental metrics, supporting audits and providing other departmental information as requested.

Minimum Qualifications

- High School Diploma or equivalent.
- 1-year laboratory instrument calibration experience, or equivalent.
- Working knowledge of Microsoft Office, Word and Excel.
- Technical aptitude and mathematics skills such as information regarding equipment, parts, calibration schedules, manuals, and work orders can be processed and understood.
- The ability to maintain a positive, productive and flexible work attitude with a willingness to adjust schedule as required.

Contact Bob Bray at bbray@ludlums.com for additional details or to submit a Resume.



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