

NORBAR TORQUE TOOLS LTD

JOB DESCRIPTION

JOB TITLE: CALIBRATION TECHNICIAN GRADES 1-2

RESPONSIBLE TO: HEAD OF LABORATORY

ELECTRONIC PRODUCTS MANAGER

PURPOSE OF THE JOB: To participate in appropriate activities to enable the company

to offer a UKAS accredited calibration service.

KEY TASKS:

1. To carry out calibrations & adjustment to the required standards.

- 2. Setup of instrumentation/equipment.
- 3. Fault finding and repair of equipment. (Grade 1)
- 4. To receive, interpret and carry out the requests of customers (internal and external) with regards to calibrations.
- 5. Liaise with customers (internal and external) to give product information.
- 6. Liaise with customers (internal and external) to provide technical support. (Grade 1)
- 7. To advise laboratory management promptly of potential or actual issues requiring action.
- 8. To carry out day to day maintenance of laboratory equipment.
- 9. To help organise the maintenance and calibration (external) of laboratory equipment. (Grade 1)
- 10. To update routine documentation/records.
- 11. To create and maintain procedures, equipment record sheets, work record sheets and work instructions in conjunction with laboratory management. (Grade 1)
- 12. Liaise with other departments and customers on the design and build of adapters and test apparatus to aid calibration. (Grade 1)
- 13. Internal auditing. (Grade 1)
- 14. Assist with the training of employees, apprentices & customers.
- 15. To participate in cross-functional project teams.
- 16. To assist in calibration and any other duties and projects as required by the Electronic Products Manager and Head of Laboratory.