



Calibration Lab Technician/Coordinator

Highland, IL

Job Summary: The role of Calibration Lab Technician/Coordinator is calibration of electrical and mechanical test equipment to ensure accuracy, as well as coordination and scheduling of these activities.

Reports to: Quality Assurance Manager

- Essential Duties:**
- Perform calibration of electrical and mechanical test equipment.
 - Facilitate and assist in troubleshooting and/or repairs of test equipment (electrical and mechanical) failing calibration located at all Basler facilities.
 - Coordinate calibration-related activities with 3rd parties, including outside calibration houses, customer- or supplier-deployed Basler equipment (assets) requiring calibration, and working with Basler regulatory to ensure proper meeting of accuracy and precision requirements.
 - Coordinate calibration schedules with all departments and satellite facilities.
 - Perform assessments of equipment deployed to ensure it is in a proper state related to calibration: labeling correct (including do not tamper labels) and physically in a condition that does not compromise calibration or metrology in general.
 - Work with operators, supervisors, and management ensuring the following: understanding and clarity of our calibration process and why it is important and assisting in identifying/resolving equipment (assets) that need calibration. Calibration lab technician is not directly or fully responsible for the management of assets for any specific function, location, and/or department other than assets assigned to quality function.
 - Manage calibration lab, ensuring good organization, ease of record location, and ease of identifying equipment (what it is, status, state [repair, calibration]) that is in the lab.
 - Manage and ensure an effective, economical, and efficient calibration process at Basler. This includes but is not limited to ensuring identification of proper calibration procedures and methods, best pricing and service from our suppliers, and timely execution and minimized waste.
 - Secondly as available and as needed:
 - Build, repair, and maintain new test equipment and fixtures as needed to support new product release.
 - Review existing test equipment to identify obsolete items that need to be replaced.
 - Other duties as assigned.



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Requirements:

- Associate's degree in electronics or equivalent experience.
- Good organizational skills.
- Ability to travel as necessary.
- 2 years of experience in a calibration lab or equivalent.
- Knowledge of digital and analog circuitry and ability to build test equipment from schematics.
- Ability to operate drill press and other hand tools needed to build test equipment.
- Ability to use a computer, including familiarity with MS Office, including Word, Excel, Visio, and Access.

Contact:

Basler Electric welcomes employment applications received directly from interested candidates. We prefer that you submit your resume in Microsoft® Word or Adobe® PDF format.

Basler Electric Company
Human Resources
12570 Route 143
Highland, IL 62249-1074

Tel: +1 618.654.2341, ext. 252

Fax: +1 618.654.2351

Email: employment@basler.com

Benefits:

Basler offers a comprehensive benefits package which offers: Medical, Prescription, Dental, Vision, Life, and AD&D insurance; a 401k plan; paid leaves for Vacation, Holiday, Sick, Jury Duty, Bereavement; tuition reimbursement. All benefits are subject to eligibility requirements.

Compensation:

We anticipate filling the Calibration Lab Technician/Coordinator position with an expected compensation range of \$28 - \$31/hour. We are open to reviewing additional candidates with more or less experience and the pay range may differ if filled at a different level. Our pay ranges are determined by job, responsibility, and location. Starting pay and job title are based on location and job-related factors such as candidate experience, training, knowledge, and skills.