



Fill and Calibration

Classification: Non-exempt
Schedule: 40-hour workweek

Location: Houston, TX
Reports to: Shop Supervisor

POSITION SUMMARY

Calibration technicians maintain, test and repair a variety of instrumentation and equipment. Their primary job is to make sure that instruments, gauges and testing devices are calibrated correctly and give accurate readings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Complete accurate and timely calibrations, repairs, fill jobs and evaluations
- Assist other personnel as needed
- Communicate with client as needed
- Provide status and feedback on orders
- Create certificates
- Verify fill fluid is correct
- Maintains equipment and ensures work area is always clean and safe.
- Contributes to a team effort by accomplishing related results as needed
- Perform all task in a safe and responsible manner
- Perform all tasks as requested by the supervisor.

JOB EXPECTATIONS

- Expected to be always in alignment with company core values:
 - Always desire to be the best
 - Be a team player
 - Customer happiness above all else
- Maintain a clean and organized working environment (put up tools when not using them, clean any spills, etc.) throughout the day. You are expected to clean up after yourself at the end of each day and help others as well as common areas.
- Inspect your work to meet shop order expectations prior to moving it to the next work center.
- Incoming evaluations/inspections should take no longer than 30 minutes per instrument.
- On the job training is provided. Expected to be able to perform evaluations and fill and calibration after 30 days of training.
- Expected to be at your workstation at 7:00AM

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles, procedures, methods and techniques in metrology gained through education, professional experience or military service (PMEL). (Preferred but not required)
- Service Technician experience



- Presentation, written and personal communication skills
- A focus on high quality outcomes
- Exceptional quantitative and analytical skills and PC proficiency
- The ability to think creatively, take initiative, multitask and manage projects under pressure
- An unwavering persistence, commitment, passion and enthusiasm for this work.
- Ability to work in a team oriented environment
- Basic computer skills such as opening, creating, and updating content in MS Word documents and Excel spreadsheets

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent preferred
- 3 to 5 years of Calibration and Fill experience preferred

Physical Requirements and Environmental Conditions:

- Physical stamina and dexterity including the ability to stand and walk up to 8 hours a day, climb, kneel, crawl, sitting, bend at waist or squat
- Able to lift, push, and pull up to 50 lbs.
- Manufacturing/Machine Shop
- Loud noise

All qualified applicants receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.