|  |  |
| --- | --- |
| **Department** |  Facilities & Engineering |
| **Job Title** |  Calibration Technician | **FLSA Status** |  Non-Exempt |
| **Role** |  N/A |
| **Sub Role (If any)** | N/A |
| **Reports To** |  Automation Engineer |

**1. Role Purpose:**

*(Provide a summary of the primary purpose of this role)*

|  |
| --- |
| * Apply principles of precision measurement science (Metrology), mathematics, physics, and electronics to test, calibrate, troubleshoot, maintain, and repair instrumentation and controls.
* Ensure all duties are performed in compliance with SOPs, cGMP requirements, company standards, and safety policies.
* Collect, analyze, summarize, and document calibration and maintenance data to support operational readiness and regulatory compliance.
 |

**2. Key Duties & Responsibilities:**

*(Briefly describe the essential activities that are performed by this role including key duties/responsibilities. Each statement should start with a verb. Additionally, indicate how frequently it is performed)*

|  |
| --- |
| * Follow all cGMP policies, procedures, and training requirements.
* Perform routine and non-routine calibrations of instrumentation across facilities, utilities, and process equipment.
* Identify and correct measurement errors and document corrective actions.
* Troubleshoot, maintain, and replace instrumentation and controls as needed.
* Investigate “Out of Tolerance” (OOT) conditions, document potential impact, and execute corrective actions to restore compliance.
* Develop and revise calibration procedures, job plans, and SOPs with a focus on efficiency, accuracy, and regulatory compliance.
* Maintain instruments, calibration standards, and tools; perform incoming and outgoing inspections for vendor-certified equipment.
* Assist supervision with assigning, scheduling, and prioritizing calibration work orders in the Computerized Maintenance Management System (CMMS) or Computerized Calibration Management System (CCMS).
* Support the design, installation, qualification (IQ/OQ/PQ), and upgrade of instrumentation and control systems.
* Prepare, review, and execute protocols, SOPs, Calibration Work Instructions (CWIs), and related documentation.
* Perform scheduled preventive maintenance activities and calibration of field instrumentation for engineering and process-related systems.
* Document calibration activities, maintenance records, and work orders accurately and in compliance with data integrity requirements.
* Coordinate calibration of standard instruments with external vendors and ensure proper documentation of results.
* Provide training, technical guidance, and mentorship to junior technicians and maintenance staff to ensure safe and compliant execution of responsibilities.
* Comply with FDA guidelines, internal quality systems, and company policies on Data Integrity.
* Perform additional duties as required or delegated by the Calibration Supervisor or Department Heads.
 |

**3.Typical Supervisory Responsibility:**

*(Identify any responsibilities the role has for supervising others)*

|  |
| --- |
| N/A |

**4. Education & Experience:**

*(Describe the education required for this role, including specifications, if any. If equivalent experience or knowledge can be substituted for the educational requirements, A combination of Education and experience shall be considered.)*

|  |  |
| --- | --- |
| **Education Requirement** | **Specialization (If any)** |
| * Bachelor’s degree (B.S.) in Electrical Engineering, Electronics Engineering, Instrumentation & Control Engineering, Mechatronics, or a closely related discipline preferred.
* Associate of Applied Science (A.A.S.) in Electronics, Instrumentation, Electrical Engineering Technology, or a closely related technical field; *or* equivalent military/technical training with demonstrable calibration experience required.
 | Specialization in Electronics & Instrumentation or Electrical Engineering is strongly preferred. |

|  |
| --- |
| **Experience Requirement** |

*(Describe the experience required for this role. Identify the type of experience, number of years, and any additional comments on the experience and education requirements for the role. Also, include any geography specific requirement that differs from experience*.)

|  |
| --- |
| * Experience performing calibration, troubleshooting, and maintenance of instrumentation and controls within a cGMP-regulated pharmaceutical, biotechnology, or equivalent highly regulated industry.
* Familiarity with computerized systems (CMMS, CCMS) and automated control systems.
* Exposure to aseptic/sterile manufacturing environments preferred.
 |
| Number of Years (Minimum to Maximum) | 2-5 years (or equivalent combination of education, training, and experience). |

**Technical competencies / Certifications / Licenses**:

*(Briefly describe the required competencies such as skill, ability, and knowledge an individual must possess to perform the role. Also, identify any certification or licenses required to perform the role.)*

|  |  |
| --- | --- |
| Technical competencies | * Demonstrated ability to troubleshoot, calibrate, and repair instrumentation and controls.
* Skilled in reading and interpreting blueprints, P&IDs, and electrical schematics.
* Ability to effectively multi-task, prioritize, and work independently in a fast-paced, highly regulated environment.
* Proficient in written and verbal communication with peers, management, vendors, and contractors.
* Strong self-motivation and ability to work with minimal supervision.
* Ability to acquire and maintain gowning qualification for cleanroom environments.
* Hands-on experience with preventive maintenance, calibration procedures, and data integrity compliance.
* Strong adherence to cGMP, safety, and FDA/EMA regulatory expectations.
 |
| Certifications | None required. Calibration or instrumentation-specific certifications are desirable but not mandatory. |
| Licenses | N/A |
| Other | Willingness and ability to work all shifts, weekends, and holidays as part of a 24/7 manufacturing operation. |

**5.Physical demand and Work environment:**

*(Provide details regarding the physical demands and work environment that are essential to the role)*

* 1. Physical demands:

|  |
| --- |
| * Walk, sit, bend, stoop, crouch, balance, and reach with hands and arms while performing duties.
* Use hands to handle, operate, and feel tools, equipment, and calibration devices.
* Lift and/or move up to 20 pounds regularly.
* Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, and depth perception.
* Ability to wear required PPE, including cleanroom gowning, gloves, safety glasses, and respiratory protection when necessary.
 |

.

* 1. Work environment:

|  |
| --- |
| Work is performed in ISO-classified cleanrooms and controlled support areas with strict environmental, gowning, and behavior requirements. The role involves frequent interaction with disinfectants and sterilization equipment, adherence to cGMP and safety policies, and close coordination with production schedules; shift work, weekend coverage, and overtime may be required to meet operational needs. |

**6.Compliance:**

|  |
| --- |
| * Comply with all Company codes, policies, and procedures concerning ethics, quality, and compliance, including compliance with applicable laws, rules and regulations, including the Food, Drug and Cosmetic Act and all associated regulations.
* Timely and satisfactory completion of all required training, including training related to ethics, compliance, quality, and position-specific requirements.
* Understand the compliance responsibilities of your role.
* Commit to the Company’s culture of ethics and compliance.
* Report all known or potential violations of Company codes, policies, and procedures, or of applicable laws, rules and regulations, to the Company as contemplated by the Company’s policies and procedures, including PLS-SOP-0187 (Escalation to Management on Critical Matters Pertaining to Quality and Regulatory Compliance), or through the Company’s FaceUp portal, available by telephone or online (details below).

**Compliance Hotline # (205) 354-2405**[**www.faceup.com**](http://www.faceup.com)**Download Faceup App using the****Passcode # PLSxxxx1842****Or scan QR Code below** |