

Job Title: Electronic & Mechanical Calibration Technician



Company: Richardson Electronics, Ltd.

Type: Full time

Job Description: Under general supervision, perform duties to maintain and calibrate mechanical and electronic production test and measuring equipment.

Job Responsibilities:

Essential Job Functions:

- Must have strong working knowledge of electronic principles and circuitry to perform calibrations.
- Calibrate mechanical and electrical equipment per work instructions
- Follow the calibration schedule for all production test and measuring equipment.
- Maintain calibration records per ISO requirements.
- Manage & track equipment & standards sent out for calibration.
- Coordinate & oversee on-site calibration services provided by outside vendors.
- Checks for proper operation and approves test, measuring, fixtures and production equipment as required.
- Support ISO9001 quality standards as related to job duties.

Non-essential Job Functions:

- Performs other duties as assigned

Supervisory Responsibilities: None

Qualification Requirements: Must have a 2-year electronics program or associates degree in electronics or equivalent military experience. Proficiency in Microsoft Access and Excel programs a must. Hazardous materials training as required. Good inter person and communication skills are required.

Working Environment: Uses voltmeters, power supplies, LCR meters, oscilloscopes, and other electronics. May also use Laser Mike, gage blocks, torque analyzer, hand tools, powered hand tools, drill press, sheet metal shear, etc. Office and plant –may have exposure to hazardous and potentially lethal voltages.

Physical Requirements: **Sitting** ~50%. Light lifting daily, with occasional lifting of 50+ pounds required.

About Richardson Electronics: Richardson Electronics, Ltd. is a leading global manufacturer of engineered solutions, power grid and microwave tubes, and related consumables; power conversion and RF and microwave components including green energy solutions; high-value replacement parts, tubes, and service training for diagnostic imaging equipment; and customized display solutions. More than 60% of our products are manufactured in LaFox, Illinois, Marlborough, Massachusetts, or Donaueschingen, Germany, or by one of our manufacturing partners throughout the world. All our partners manufacture to our strict specifications and adhere to our supplier terms and conditions. We serve customers in the alternative energy, healthcare, aviation, broadcast, communications, industrial, marine, medical, military, scientific, and semiconductor markets. The Company's strategy is to provide specialized technical expertise and "engineered solutions" based on our core engineering and manufacturing capabilities. The Company provides solutions and adds value through design-in support, systems integration, prototype design and manufacturing, testing, logistics, and aftermarket technical service and repair through its global infrastructure. More information is available at www.rell.com.

Equal Opportunity Commitment: Richardson Electronics is an international organization with offices worldwide. We are committed to fostering a workplace where all employees have equal opportunities to succeed, grow, and contribute. We believe in creating an environment where every individual is valued, respected, and supported. By promoting fairness, inclusivity, and a culture of mutual respect, we ensure that our employees, customers, and the communities we serve can achieve their goals. Our ability to bring together individuals with diverse skills, experiences, and perspectives is essential to our continued global success.

Equal Opportunity Employer/Veterans/Disabled

**Must be authorized to work in the US.*

Please send resume to: jfaille@rell.com

Required postings:

Family Medical Leave Act (FMLA) <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

Employer Polygraph Protection Act (EPPA) <https://www.dol.gov/whd/regs/compliance/posters/eppac.pdf>

Equal Employment Opportunity (EEO) Know Your Rights https://www.eeoc.gov/sites/default/files/2023-06/22-088_EEOC_KnowYourRights6.12.pdf

Invitation to Self-Identify <https://www.rell.com/webfoo/wp-content/uploads/2023/10/Invitation-to-Self-Identify.pdf>

Pay Range: \$29 to \$33/hr plus incentive

Benefits: Our benefits package includes comprehensive health insurance with multiple PPO and HSA plan options, as well as dental and vision coverage. We offer flexible spending accounts (FSA), life insurance, voluntary life insurance, short- and long-term disability (STD & LTD), an employee assistance program (EAP), smoking cessation support, weight management program, pet insurance, LifeLock identity protection, and a 401(k)-retirement plan. Additionally, we provide generous vacation time, sick/personal days, 10 paid holidays, and tuition reimbursement to support ongoing education and work-life balance.