HAMILTON

FILTER TEST QUALITY ASSURANCE TECHNICIAN

Air Techniques International (ATI), a division of Hamilton Associates, Inc., is the leading designer and manufacturer of air quality testing and monitoring products and services that fulfill our purpose of Protecting ***People, Products, and Critical Infrastructure***. We serve markets that include biopharmaceutical manufacturing (cleanroom production), nuclear energy production, industrial hygiene, and military and counterterrorism applications including respirator mask testing and airborne bio-surveillance. We are the market leader in our more mature product lines, and we are a new entrant to some exciting new markets to be developed. Our business has global reach, with more than half of our sales outside the United States. But we are still a small company (about 50 employees) with significant room for growth and numerous opportunities for business expansion.

POSITION OVERVIEW

Reporting to the Filter Test Facility Manager, the **Filter Test Quality Assurance Technician** will have primary responsibility for all duties relating to the inspection and testing of HEPA filters, as well as other operational details of the Filter Test Facility, including: materials management, unloading/loading, unpacking/repacking, inspection and testing of HEPA filters per appropriate DOE and International Nuclear standards, testing of commercial HEPA filters per applicable standards, and general ATI order fulfillment duties as necessary. The Technician will be capable of communicating with customers and vendors, directly, completing required Quality Assurance paperwork and documentation associated with the inspection, testing and shipment of HEPA filters. In addition, Technician will interface with a wide variety of customers, external auditors and internal staff. The Technician may participate in industry organizations and standards development committees.

Key responsibilities include:

- Inspect and test HEPA filters to ensure proper implementation of and adherence to appropriate Standards (DOE 3020 & 3025, AG-1, etc.) as required.
- Perform set-up, calibration, operation, shutdown, and service/maintenance of the Filter Testing instruments (Q-127, Q-76, Q-107, & HFATS systems).
- Coordinate inbound/outbound shipments of filters and materials through the Test Lab.
- Handle materials from receipt to shipments:
    - Unload/load deliveries
    - Unpack and stage filters for inspection and testing.
    - Repack filters and prepare for shipment
    - Coordinate movement of other materials utilized by or stored at the Test Lab
- Assist with quality audits by internal QA and customers.
- Perform maintenance and inspections, as required, of equipment utilized in the Test Lab.
- Monitor and maintain operational support inventory levels and report supply shortages for corrective action.
- Maintain documents and records per internal process and customer requirements.

- Decant oil from bulk 55-gallon container into ready-to-use containers for resale.
- Maintain excellent housekeeping and safe work area at all times.
- Perform other duties as assigned.

JOB QUALIFICATIONS & REQUIREMENTS

Minimum Background and Skills Required:

- H.S. diploma or equivalent
- Minimum of 2 years related experience in Quality Assurance & Quality Control inspections
- Adept at using various hand and power tools, as well as measuring and instrumentation equipment
- Strong mechanical aptitude, HVAC experience/expertise a strong plus
- Solid computer skills, including WORD and EXCEL
- Excellent verbal and written communications skills, including the ability to interface with internal and external customers
- Material handling experience and knowledge of shipping documentation and techniques, as well as experience with packaging, crating, and palletizing
- Ability to lift 50 lbs. to 75 lbs. on a regular basis
- Ability to adapt to changing tasks, priorities, and responsibilities
- Self-starter; ability to work independently as well as with a team
- Strong impetus for continuous improvement

Additional Background and Skills Preferred:

- Some college coursework and/or A.A. Degree
- Knowledge and/or experience with filtration systems and applications
- Knowledge and/or experience with environmental health and safety regulations
- Experience in quality assurance programs and/or a testing/laboratory environment
- Knowledge and/or experience with ISO or other quality standards
- Knowledge and/or experience in the Nuclear industry, DOE/DOD
- Certification in forklift operation

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Occasional Sedentary Work
- Frequent Standing
- Repetitive Lifting
- Walking
- Speaking
- Hearing
- Visual Acuity

COMPENSATION & BENEFITS

We offer an attractive compensation package in addition to a comprehensive benefits program including health insurance, 401(k) plan with matching and profit sharing, generous paid time-off (PTO) policy, life and disability coverage, plus much more!

CONTACT US

If you are a data-driven, results-oriented individual seeking an opportunity to play a key role in the continuing growth of an organization with strong reputation in the markets we serve, please forward your resume, in WORD or PDF format, along with your salary history/requirements, to us for immediate consideration.

E-mail Address: atitl.resumes@atitest.com

AIR TECHNIQUES INTERNATIONAL

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We are an Equal Employment Opportunity (EEO) employer.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.