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## POSITION DESCRIPTION

Job Title: Quality Specialist I  Exempt  
Department name: Quality Assurance  Non-exempt  
Manager: Director of Supply Chain  
Work location: Billerica, MA

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### **Job summary**

- Perform a wide variety of activities in the Quality Assurance department to support both strategic initiatives associated with the Quality Management System and daily tactical activities related to material and manufacturing Quality.

### **Essential duties and responsibilities**

- Perform inspection to verify Quality levels of materials.
- Be part of the MRB team to drive resolutions for Root-Cause Analyses.
- Maintain the nonconformance/DMR systems and follow up with assignees as needed.
- Help administrate the calibration program.
- Help facilitate the RMA system.
- Maintain quality performance data.
- Maintain information systems.
- Strictly adhere to all BTU safety policies.
- Perform other related duties as directed.

### **Skills and knowledge**

- Ability to use measuring instruments such as micrometers, calipers, thread gauges, and specialized fixtures or devices.
- Ability to use digital multimeters, and other electrical measuring equipment.
- Ability to interpret drawings for mechanical, electrical, welding, and labeling requirements.
- Proficiency with common PC desktop applications.
- Excellent communication both written and oral.
- Excellent organizational skills.

### **Education and experience**

- Associates in a related field or equivalent experience.
- Inspection experience.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and ability to train others on that software.
- Knowledge of ISO 9001:2015
- Knowledge of LEAN manufacturing methods.