

# OPTICAL TECHNICIAN

<b>JOB TITLE</b>	Optical Technician
REPORTS TO (title)	Production Supervisor
DEPARTMENT NAME	Faceplate (FP)

**1. PRIMARY PURPOSE -**

Provides primary support in performing optical operations in a manufacturing process.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES -**

- Perform a variety of routine optical component production operations in designated process.
- Perform routine mechanical and electronic adjustments and alignments to appropriate machinery.
- Understand and follow target specifications and tolerances.
- Use inspecting equipment/measuring devices.
- Apply skills to conventional tasks where there is a normal routine already in place.
- Responsible to implement, promote, review, and continually improve the effectiveness of the Quality Management System.

**3. OTHER DUTIES AND RESPONSIBILITIES -**

- Maintain adherence to Company policies, safety/ergonomic standards and good housekeeping practices.
- Understand and implement health, safety and environmental policies to integrate health, safety, and environmental considerations into daily work activities.
- Familiarity with all aspects of production environment safety procedures.
- Maintain proficiency in the use of tools, fixtures, machinery, and equipment.
- Performs other duties as assigned.

**4. MINIMUM QUALIFICATIONS AND EXPERIENCE -**

- Typically requires at least a high school diploma or equivalent.
- Any technical degree with emphasis in an optical field, experience in visual optics, mechanical or optical fabrication experience is preferred.
- This position requires standing all day or in a few positions sitting all day.

**5. PHYSICAL DEMAND -**

- **The physical effort typically applied in this job includes (check all applicable boxes):**

X	Lifting	X	Pulling	X	Reaching
X	Carrying	X	Pushing	X	Shoveling
X	Other (specify)	X		X	Keying/typing

- **The amount of effort typically applied and the frequency of application:**

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.			X	
Between 1 & 5 lbs.		X		

Between 5 & 25 lbs.	<input checked="" type="checkbox"/>			
Between 25 & 60 lbs.	<input checked="" type="checkbox"/>			
More than 60 lbs.				

• **The effort typically applied in the following work positions:**

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

**6. MENTAL OR VISUAL DEMAND -**

• **The degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the job:**

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
<input type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is intermittent with checking or inspection involved.
<input checked="" type="checkbox"/>	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
<input type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
<input type="checkbox"/>	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

**7. WORKING CONDITIONS -**

• **The kinds of disagreeable elements incumbent would typically be exposed to in the work area:**

<input type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input checked="" type="checkbox"/> Some Fumes	<input checked="" type="checkbox"/> Some Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

• **The physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:**

<input type="checkbox"/>	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
<input checked="" type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
<input type="checkbox"/>	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
<input type="checkbox"/>	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
<input type="checkbox"/>	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

**8. ATTENDANCE -**

Compliance with general company standards is acceptable.

**9. SAFETY -**

Compliance with general company standards is acceptable.

**10. FLSA STATUS -**

NON-EXEMPT (eligible for overtime pay)

**11. EEO CLASSIFICATION -**

- |   |   |   |                                      |
|---|---|---|--------------------------------------|
| <input type="checkbox"/> Official/Manager (1)               | <input type="checkbox"/> Professional (2) | <input type="checkbox"/> Technician (3)           | <input type="checkbox"/> Sales (4)   |
| <input type="checkbox"/> Administrative Support Workers (5) | <input type="checkbox"/> Craft Worker (6) | <input checked="" type="checkbox"/> Operative (7) | <input type="checkbox"/> Laborer (8) |
| <input type="checkbox"/> Service Worker (9)                 |   |   |                                      |

**12. SIGNATURES & DATES -** The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements.

**NOTE:** Because jobs change, management reserves the right to add to or change the duties of the position at any time.

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>