

DIAMOND TURNING TECHNICIAN-LEVEL 1

JOB TITLE	Diamond Turning Technician-Level 1
REPORTS TO (title)	Production Supervisor
DEPARTMENT NAME	Diamond Turning (DT)

1. PRIMARY PURPOSE -

This position is responsible for fabricating and testing diamond turned components.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Operate diamond turning equipment and perform a variety of component production operations in designated processes.
- Clean and inspect lenses as required.
- Record inspection data as required.
- Perform rough and final diamond turning operations to produce precision optical surfaces on a variety of materials.
- Run CNC programs to perform diamond turning or diamond grinding operations.
- Perform preventative maintenance on diamond turning equipment as required, including routine mechanical and electronic adjustments and alignments to appropriate machinery.
- Maintain a clean and orderly workstation.
- Understand and follow target specifications and tolerances.
- Use inspecting equipment/measuring devices as required ensuring compliance with quality standards.
- Promote continuous product improvement by formulating and implementing new procedures, processes or fixtures.
- 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.
- Maintain proficiency in the use of tools, fixtures, machinery and equipment.
- Perform other duties and responsibilities as required.

4. MINIMUM QUALIFICATIONS AND EXPERIENCE -

- High school diploma or equivalent.
- Technical degree with emphasis in an optical field is preferred.
- One (1) year of diamond turning experience is preferred.

- Basic computer skills with the ability to use a mathematical calculator.
- Understanding of blueprints, specifications, manufacturing processes and procedures.
- Knowledgeable in the use of precision inspection and measurement devices including indicators, micrometers, calipers, gage blocks, and optical flats is preferred.

5. PHYSICAL DEMAND -

A. The physical effort typically applied in this job includes:

<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	Pulling	<input checked="" type="checkbox"/>	Reaching
<input checked="" type="checkbox"/>	Carrying	<input type="checkbox"/>	Pushing	<input type="checkbox"/>	Shoveling
<input type="checkbox"/>	Other (specify)			<input type="checkbox"/>	Keying/typing

B. Check the box that best reflects 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Between 1 & 5 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Between 5 & 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Between 25 & 60 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 60 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. The effort reflected in the above chart is 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 -

<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 either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent 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 -

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area:

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

B. Check the statement below that best describes 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 -

<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>