

PRECISION OPTICS TECHNICIAN

JOB TITLE	Precision Optics Technician
REPORTS TO (title)	Precision Optics Manager
DEPARTMENT NAME	Precision Optics

1. PRIMARY PURPOSE -

Provides primary support in performing optical operations in the Precision Optics department.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Perform a variety of routine optical component production operations in designated process. Including, but not limited to: Generating, Grinding, Polishing, Basic Metrology, Advanced Optical Metrology, etc.
- Perform routine mechanical and electronic adjustments and alignments to appropriate machinery
- Understand and follow Geometric Dimensioning and tolerancing.
- Use inspecting equipment/measuring devices.
- Apply skills to conventional tasks where there is a normal routine already in place.
- Support/Embrace the Company Core Values and Growth Strategy.
- 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.
- Performs other duties as assigned.

4. MINIMUM QUALIFICATIONS AND EXPERIENCE -

- Typically requires a high school diploma or equivalent.
- Any technical degree with emphasis in optics, experience in visual optics, mechanical or optical fabrication experience is preferred.
- Minimum of 1+ years' experience in optics or similar discipline preferred. Also prefer some inspection experience.
- Intermediate familiarity with Microsoft Windows, Outlook, Excel and Word preferred. Basic familiarity is required.

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. 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.	X			
Between 25 & 60 lbs.				
More than 60 lbs.				

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 - The degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the essential functions of the job

- Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
- Frequent mental and/or visual attention; the flow of work is intermittent with checking or inspection involved.
- 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.
- 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.
- 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. 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 type="checkbox"/> Some Fumes	<input checked="" type="checkbox"/> Some Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

B. Describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above

- The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.

<input 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. HOURS AND DURATION OF WORK -

Full-time

12. WAGES AND COMPENSATION -

To be determined based on experience and job performance.

13. 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) | | | |

14. 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>