

## OPTICIAN

<b>JOB TITLE</b>	Optician
REPORTS TO (title)	Precision Optics Manager
DEPARTMENT NAME	Precision Optics

**1. PRIMARY PURPOSE -**

Responsible to contribute to the production of precision infrared and visible optical components for use in high-end military and commercial applications.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES -**

- Perform rough and final grinding and polishing operations to produce precision flat, spherical optics in sub micron range in materials such as common optical glass types, Si, Ge, ZnS, ZnSe, BaF2, CaF2, in a production environment.
- Fabricate tooling and pitch laps as required to manufacture precision components.
- Maintain documentation on projects in process, including process serialization and test reports.
- Perform visual inspection of optics for fabrication defects.
- Perform optical tests including interferometry and profilometer measurements to ensure compliant components.
- Promote continuous product improvement by conceptualizing and implementing new procedures, processes or fixtures.
- Follow ISO procedures and methods.
- Support/Embrace the Company Core Values and Growth Strategy.
- Responsible to support and facilitate the effectiveness of the Quality Management System.

**3. OTHER DUTIES AND RESPONSIBILITIES -**

- Maintain adherence to Company policies, safety/ergonomic standards and good housekeeping practices.
- Coach and train technicians and project team members.
- Perform other duties and responsibilities as required.

**4. MINIMUM QUALIFICATIONS AND EXPERIENCE -**

- High School Diploma or equivalent.
- Technical degree related to optical/mechanical field preferred.
- Five (5) + years of experience in precision optical manufacturing.
- Experience in the set-up and operation of conventional optical, grinding, polishing and centering machines.
- Understanding of blueprints, specifications, manufacturing processes and procedures.
- Organized, with strong technical and computer skills.

- Advanced knowledge of metrology methods and equipment.
- Must exhibit good communication, interpersonal skills, and an ability to manage his/her own priorities and workloads while working in a team environment

**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.			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 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 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 checked="" 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 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)			

**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 checked="" type="checkbox"/> Craft Worker (6)	<input 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>