

THIN FILMS TECHNICIAN

JOB TITLE	Thin Films Technician
REPORTS TO (title)	Thin Films Coating Engineer
DEPARTMENT NAME	Thin Film Coating

1. PRIMARY PURPOSE -

This position is responsible for performing optical coating operations.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Setup, run, and maintain the Thin Film Coating process.
- Follow detailed exacting procedures, participate in writing procedures, and develop documentation systems.
- Keep detailed lab notebook, update notebook daily, and properly record experimental data.
- Proactively observe and report anomalous system behaviors.
- Good Hands-on skills to perform mechanical assembly and disassembly.
- Clean parts by hand and by spin cleaning.
- Perform parts inspection.
- Perform a variety of routine optical component operations.
- Perform routine mechanical and electronic adjustments and alignments to appropriate machinery.
- Understand and follow target specifications and tolerances.
- Promote continuous product improvement by formulating and implementing new procedures, processes or fixtures.
- 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 assigned.

4. MINIMUM QUALIFICATIONS AND EXPERIENCE -

- 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.
- One (1) year of work experience coating optics is preferred.
- Ability to work independently for extended periods of time.

- Ability to work with math proportions, percentages, graphing data, interpretation of graphed data, scientific notation, and also work with units and dimensions (time, temperature, power, heat, energy, wave length, frequency, nanometers, angstroms, etc.)

5. PHYSICAL DEMAND -

- The physical effort applied in this job includes:

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

- 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.	X			
More than 60 lbs.				

- 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 checked="" 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 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 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 checked="" 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 could be exposed to in the work area:

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

B. 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>