

OPTICAL MANUFACTURING ENGINEER

JOB TITLE	Optical Manufacturing Engineer
REPORTS TO (title)	Director of Operations
DEPARTMENT NAME	Engineering

1. PRIMARY PURPOSE -

Responsible for the evaluation, improvement, and creation of optical production processes. This position is a critical technical interface of engineering support to our customers.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Provide technical support to the optics production team to include review of and resolution of issues related to:
 - Existing manufacturing processes and any improvements required
 - Materials and requirements
 - Identify areas of operational improvements/efficiencies and lead/support as required
- Develop and/or review engineering masters and work instructions for use on the production floor. Interface with production team members on resolving process issues
- Lead specific R&D efforts for both internal and external customers
- Support Supply Chain in the resolution of technical issues with suppliers
- Be the lead technical interface with customers:
 - Review and evaluate requirements
 - Provide solution options
- Support the Request for Quotes from customers including:
 - Design material to provide to Supply Chain to support supplier RFQ's and subsequent PO placement
 - Review inputs and resolve any issues with supplier quotes and execution
 - Develop process to meet customer requirements
 - Develop labor cost estimates for customer RFQ's
- Attend trade shows and support customer visits as needed as an integral part of the Business Development team/process
- Provide inputs to Business Development team to support strategy development and understand market needs/trends.
- Mentor members of the production team on process improvement, best practices and new process developments
- Support capital improvement projects on an as needed basis
- 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.
- Attend training as required.
- Able to travel (estimate of 10-20%) to trade shows and support customer visits.
- Establishes and maintains effective relationships with employees, supervisors and the general public.
- Communicates difficult concepts and negotiates with others to achieve the optimal solution.
- Perform as a team player and be able to interact with staff at all levels of the company. Works to meet deadlines and be flexible in working on multiple projects simultaneously.
- Demonstrates excellent time-management skills with the ability to work independently with little supervision.
- Perform other duties and responsibilities as required.

4. MINIMUM QUALIFICATIONS AND EXPERIENCE -

- High school diploma or equivalent.
- Bachelor’s degree with emphasis in an optical field is preferred.
- Previous experience in precision optical manufacturing with a minimum of 5-7 years’ experience in process engineering.
- Working knowledge of industry standards with a strong understanding of Lean Manufacturing techniques.
- Previous work experiences with an ERP system preferred.
- Highly organized, accurate and detail oriented.
- General mechanical, assembly, and trouble-shooting aptitude
- Team oriented with strong interpersonal and strong communication skills.
- Ability to prioritize daily tasks and projects to meet company needs and deadlines.
- Proficiency in the use of personal computers including MS Outlook, Excel, and Word.

5. PHYSICAL DEMAND -

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

X	Lifting	X	Pulling	X	Reaching
X	Carrying	X	Pushing		Shoveling
	Other (specify)			X	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.	X			
More than 60 lbs.	X			

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 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 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 -
EXEMPT

11. EEO CLASSIFICATION -

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Official/Manager (1) | <input checked="" 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 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>