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### 3.1.4 Optician III

Job Title: **Optician III**  
Department: Manufacturing  
Reports To: Team Leader  
Pay Range: BOE  
Status: Non-Exempt  
Location: Factory Floor

**Description – Performs all optical fabrication processes in the manufacture of precision lenses and other optical elements.** Sets up and operates tools and machines such as generators, grinders, polishers and edgers, applying knowledge of layout and tooling techniques and procedures, shop mathematics, and properties of optical and abrasive materials, following best practices and standard work instructions. Reads & comprehends lens specifications from blue prints, drawings, work orders and routine instructions. Selects premixed compounds or mixes grinding, polishing, and holding compounds according to formula. Mounts work piece on holding fixtures, using adhesive, friction, or vacuum. Mounts and secures work pieces and tooling in machines. Grinds and polishes lenses to specifications. Measures and tests in-process optics for conformance to specifications, using precision measuring and testing instruments at inspector II level. Suggests improvements to standard work offering new production methods and procedures. Trains, mentors and directs other workers.

Advancement through the Optician ranks is attained via increasing levels of education, experience, industrial skills, math skills, computing skills, responsibility and leadership potential and effectiveness.

#### **Duties -**

- Maintain scheduled cell activities and work hours set by Team Leader.
- Provide written and verbal communication from the cell to the Team Leader and support staff.
- Leave accurate written status to the follow-on shift team members/leaders.
- Set-up and operate some of the following equipment: CNC and non-CNC generating equipment, grinding equipment, polishing equipment, centering equipment and inspection equipment to fabricate precision lenses following best practices and standard work instructions.
- Inspect and clean all optics to ensure they meet the job print specifications.
- Move all parts to the next phase of operations to meet schedule expectations.
- Clean and maintain machinery and cell.
- Perform preventative maintenance.
- Read and interpret blueprints, specification sheets and schematics.
- Suggest improvements to standard work instructions.
- Suggest changes to improve process, product, or morale within the company.
- Perform any other function required by the managing staff.

**Requirements –** A High School diploma. A BA/BS degree in science or mathematics is desirable, as is vocational training in manufacturing, machining or equivalent. Hand / Eye coordination or manual dexterity similar to those skills utilized in artistic, creative or musical activities plus the ability to multi-task, are desirable. **Seven or more years working in an optical fabrication facility or equivalent.** Excellent familiarity with Microsoft Office applications. Ability to collect and interpret data. A highly developed set of interpersonal and leadership skills. The ability to assess complex issues and develop and implement appropriate solutions. **Successfully meet the requirements of Optician III as assessed by the Company Industrial Skills Matrix.**