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In-Cell Quality Technician

Job Title:	In-Cell Quality Technician	Direct Reports:	0
Department:	Quality	Pay Range:	N/A
Reports to:	Quality Assurance Manager	Location:	SPH09
Status:	Non-Exempt		

Description – The employee with the title assumes the responsibilities of In-Cell inspection of precision optical lenses and other optical components to ensure specified customer standards have been met. The employee also mentors Opticians to assist them with the development of inspection skills and techniques. The employee uses Measuring and Test Equipment, records test data on applicable forms as required and converts this data for customer transfer through FTP site. The In-Cell Quality Assurance Technician also follows all quality control procedures and detailed work instructions (standard work).

Duties -

- Maintains scheduled activities and work hours set by Quality Manager.
- Conducts Quality Audits in this cell to verify inspection processes are being carried out and to train opticians regarding this topic on a continuous basis.
- Contacts Team Members & Team Leaders when discrepant material is identified, knows and understands when the material requires re-work. Identifies, reports and routes out-of tolerance conditions.
- Reads and interpret blueprints, specification sheets, standards and customer data.
- Inspects optical parts for surface defects such as pits, scratches, unpolished areas, bubbles, and chips, in accordance to MIL & ISO requirements.
- Support QA Manager with customer source inspections and other “special testing”.
- Makes sure all data is present and correct on In-Process inspection data sheets according to customer drawing and/or PO.
- Measures and records lens dimensions, such as thickness, radius of curvature and surface figure on In-Process Inspection data sheets.
- Work with IT in setting up customer FTP document exchange site and perform the duties of transferring this data to the FTP site.
- Checks and corrects In-Process inspection data sheets and other quality documentation.
- Provide support to In-Coming Inspection.
- Moves all accepted parts to the next phase of operations to meet schedule expectations.
- Suggests changes to improve process, product, or morale within the company and assists with quality related decisions that pertain to the In-Cell Inspection Role.
- Performs other duties as required with occasional evening and Saturday/Sunday coverage needed.

Requirements – Ability to work well with production staff and key personnel to communicate quality verification. Can prioritize work load according to the schedule as posted in Vista through the review of dispatch reports, and customer established due dates. Independently uses the following equipment; micrometers, calipers, drop gauges, microscopes, Chapman Surface Profilometer, Zygo New View, Zygo Interferometers and the proper light source to properly assess surface quality of optics. Familiarity with basic Microsoft PC applications, ability to interpret data, and have a well-developed set of interpersonal skills. Ability to collect and interpret data and record accurate results. A highly developed set of communication, interpersonal and leadership skills. The ability to assess complex issues and develop and implement appropriate solutions.

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