



6367 Dean Pkwy  
Ontario, NY 14519  
Phone: 585-265-1020  
Fax: 585-265-0793

### 3.1.1 Optician Apprentice

Job Title: **Optician Apprentice**  
Department: Manufacturing  
Reports To: Optician Cell Leader  
Pay Range:  
Status: Non-Exempt  
Location: Factory Floor

**Description** – Have a strong desire to become a fabricator of precision lenses and other optics elements. Have a strong shop math background, including algebra, geometry, trigonometry, fractions, ratios, decimal arithmetic and percentages. Undergo instruction and training to ultimately operate optics fabrication equipment 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. Read and comprehend lens specifications from blue prints, drawings and work orders. Mount work pieces on holding fixtures, using adhesive, friction, or vacuum. Mount and secure work pieces and tooling in machines. Select premixed compounds or mix grinding, polishing, and holding compounds according to formula. Grind and polish lenses to specifications. Measure and test optics, using precision measuring and testing instruments. Inspect in-process lenses for conformance to specifications.

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 cell leader.
- Provide written and verbal communication from the cell to the cell leader and support staff.
- Leave accurate written status to the following shift cell leader, cell members, and supervisors.
- 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.
- 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.
- Report all impending or cell shut downs along with suggested solutions.
- Track cell efficiencies and report on reactive and corrective action in either a positively or negatively impacted timeframe to the cell leader.
- Track quality yields and implements root cause corrective action plans for MRB items generated in their cell.
- Clean and maintain machinery and cell.
- Perform preventative maintenance and help write procedures for it.
- Review work schedules and estimate requirements for job completion.
- Read and interpret blueprints, specification sheets and schematics.
- Create or revise work process instructions.
- Maintain production records.
- 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. An AA or BA / BS degree is desirable, as is additional vocational training in manufacturing, materials science, 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. One or more years working in manufacturing is also desirable. Basic computer skills, including familiarity and use of Microsoft Office applications are necessary. **Successfully meet the requirements of Optician Apprentice as assessed by the Company Industrial Skills Matrix.**

EOE. Optimax Systems, Inc. must comply with the International Traffic in Arms Regulations (ITAR) issued by the United States Department of State, Department of Defense Trade Controls. Because of the ITAR, Optimax must limit employment opportunities to US citizens or lawful permanent residents of the United States.