



JOB DESCRIPTION FORM

Job Title: Optician	Reports to: Optician Lead
Department: Optometry	Location: Vision Center - Baltej

Job Summary:

Reports directly to Optician Lead and responsible for setting up and operating machines and tools to fabricate optical elements and systems, applying knowledge of layout and machining techniques and procedures, shop mathematics, and properties of optical and abrasive materials.

I. Essential Duties and Responsibilities:

1. Sets up and operates machines and tools to fabricate optical elements and systems, applying knowledge of layout and machining techniques and procedures, shop mathematics, and properties of optical and abrasive materials.
2. Studies work order, blueprints, and sketches to formulate machining plans and sequences.
3. Measures and marks dimensions and reference points to lay out stock for machining.
4. Selects premixed compounds or mixes grinding, polishing, and holding compounds according to formula.
5. Mounts workpiece on holding fixture, using adhesive, friction, or vacuum.
6. Mounts and secures workpiece and tooling in machines.
7. Operates machines, such as saws, lathes, grinders, milling machines, generators, polishers, and edgers to fabricate optics, fixtures, tools, and mountings of specified sizes and shapes.
8. Grinds and polishes optics, using handtools, as required.
9. Measures and tests optics, using precision measuring and testing instruments.
10. Develops specifications and drawings from verbal description.
11. Performs experimental work and research to develop new production methods and procedures applying shop mathematics and knowledge of production techniques. May train and direct other workers.
12. Performs other duties that may be assigned from time to time.

II. Experience & Specifications:

1. High School Graduate – License is required
2. Minimum of 5 years experience and must have proven track record for setting up and operating machines and tools to fabricate optical elements and systems, applying knowledge of layout and machining techniques and procedures, shop mathematics, and properties of optical and abrasive materials.
3. Must have the appropriate level of behavioral maturity and patience in handling patients.
4. Must have the diplomacy and tact in handling difficult and irate patients.
5. Very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
6. Outstanding communication skills and persuasiveness, specially the ability to communicate instructions and procedures for treatments, keeping the patients and giving them the desired level of comfort and confidence.

7. Must have strong sensitivity to the needs and anxieties of patients and the ability to motivate patients to undergo treatments and procedures.
8. Very good manual dexterity skills.
9. Strong ethics and a high level of personal and professional integrity.
10. Knowledgeable of federal and state laws and requirements relating to healthcare management.
11. Computer literate and very highly proficient in using MS office programs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodation.

While performing the duties of this job, the employee is frequently required to stands for extended hours, communicate clearly via speech, use hands to finger in repetitive motion, handle, or feel objects, tools or controls, reach with hands and arms, balance, talk, hear conversations or sounds as well as via radio or telephone. The employee must be able to occasionally sit for long hours, drive a car or travel to other locations. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally; the employee might be exposed to unpleasant and or stressful situations.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to lights, office equipment such as computer monitors, faxes etc. in a clinical setting. The noise level in the work environment is usually low.