

Job Title

Optician

General Summary of Duties:

Responsible for assisting patients in selecting eyewear. Manufactures, adjusts and fits eyewear.

Reports To:	Director of Optical Services
Supervises:	N/A
Physical/Mental Demands:	Combination of standing, walking, stooping, bending and sitting. Requires manual dexterity, color vision and depth perception with visual acuity correctable to 20/25. Occasionally must lift/carry up to 50 pounds. Occasional stress from dealing with dissatisfied patients.
Working Conditions:	Normal optical office setting.

Essential Functions:

1. Interprets prescription and helps patients choose appropriate eyewear, consulting with prescribing physicians as appropriate.
2. Takes optical measurements necessary for eyewear preparation.
3. Orders eyewear from laboratory based on prescription and patient preference.
4. Performs quality inspection of lenses and frames.
5. Adjusts eyewear to patient using appropriate tools and instructs on cleaning and handling.
6. Makes any necessary repairs using appropriate parts and tools.
7. Maintains equipment and inventory of supplies.

The job holder must demonstrate current competencies applicable to the job position. Every employee is required to remain updated on company policies and affairs through appropriate sources, such as the internal employee web site.

Education:

High school diploma, some college and optical training preferred.

Experience:

Previous optical experience required.

Requirements:

None.

This job description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working environment may change as needs evolve.