

## LAUREL HILL CENTER JOB DESCRIPTION

**JOB TITLE:** SWEEP Optical Lead Technician  
**SUPERVISOR:** Optical Manager  
**Hours:** Full-time (40 hours per week)

**FLSA Status:** Non-exempt  
**Benefits Eligible:** Yes  
**PTO/Holidays:** Standard

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### DESCRIPTION OF POSITION:

SWEEP Optical produces eyewear for Oregon state agencies, OHP participants, and wholesale customers. The Lead Technician maintains equipment, provides technical skills, and trains other staff within the lab to ensure the production of quality eyewear within specifications of contracts and SWEEP policies.

### JOB RESPONSIBILITIES:

- Complete initial QA and check-in lenses
- Complete layout and blocking
- Work with lenses in all lens materials
- Coat/Tint lenses as needed
- Fining and polishing lenses in any material
- Deblocking and cleaning lenses
- Assemble and align edged lenses into frames
- Complete final checkout and quality control
- Keep a clean, organized, and safe work area
- Ensure all equipment is calibrated and in good operating order
- Order production supplies as needed
- Provide initial and ongoing training for staff to operate machinery effectively and safely
- Assist with coordinating technicians for optimal production
- Other duties as assigned

### REQUIRED SKILLS:

- Ability to operate and maintain machinery
- Prioritize tasks, manage competing demands, adapt to changing work environment, and handle unexpected events
- Ensure production of finished glasses within or better than contract specifications and SWEEP practices
- Work and communicate professionally with others within a confined space
- Ability to sit or stand continuously for 2-4 hours at a time
- Ability to lift 30 pounds
- Ability to tolerate moderate noise levels and heat from machinery in work area
- Fine motor skills, hand-eye coordination, and attention to detail

### ADDITIONAL REQUIREMENTS:

- ABO Certified
- One or more years experience in ophthalmic lab, including machinery maintenance
- Able to adhere to all safety rules and regulations
- Attendance, punctuality, grooming, and hygiene are mandatory
- Pass drug screening and criminal history check

*Laurel Hill Center's SWEEP (Supported Work Experience & Employment Program) Optical is a state certified Qualified Rehabilitation Program. Founded in 1972, Laurel Hill Center is a non-profit organization. Its mission is to help people with psychiatric disabilities make choices and acquire skills that increase their self-reliance and ability to live and work in the community. Laurel Hill Center serves nearly 600 Lane County adults annually.*

*Laurel Hill Center is an Equal Opportunity Employer. Qualified candidates will receive consideration for employment without regard to race, color, religion, gender, or national origin.*

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Laurel Hill Center  
2145 Centennial Plaza, Eugene, OR 97401  
Tel: (541) 485-6340 • Web: [www.laurel.org](http://www.laurel.org)

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_