
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical
Grid: 33

Class Series: Ophthalmic Technicians
Class Title: Ophthalmic Technician III

I. Level Definition

Positions at this level spend the majority of the time overseeing the Ophthalmic service by supervising designated Ophthalmic Technicians and performing related administrative duties.

II. Typical Duties

1. Monitors Ophthalmic service expenditures, makes recommendations regarding budget for assigned area, and evaluates and selects equipment and supplies.
2. Oversees and updates Ophthalmic service standards and procedures; ensures safety practices are adhered to.
3. Supervises Ophthalmic Technicians and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
4. Oversees and monitors quality control program within the Ophthalmic Service.
5. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized program in ophthalmic technology, plus three year's recent, related experience including one year in a supervisory capacity or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.