

Project Manager

Overview of Property

The Greens Creek Mine, located on Admiralty Island, 18 miles south of Juneau, is an underground polymetallic mine employing approximately 320 people. The mine is owned and operated by Hecla Mining Company, headquartered in Coeur D'Alene, Idaho. Established in 1891, Hecla has a rich history as a distinguished and respected precious metals producer. Winner of numerous safety and environmental awards, Greens Creek is seeking new team members committed to professional growth and success.

Health & Welfare Benefits

Greens Creek is pleased to offer competitive compensation and a comprehensive and flexible benefit plan to provide Health and Welfare, and income protection coverage for employees and their eligible dependents. Employees can customize their benefit plans to the level of coverage desired as well as to the needs of their dependents. In addition to the flexible coverage options, the company makes a significant contribution towards the cost of the benefits.

Community

Juneau, Alaska's capital is the third largest city in the state. Like Alaska, Juneau is full of contrasts, a sophisticated cosmopolitan city in the heart of the Tongass National Forest. Nestled at the base of mountains overlooking the Gastineau Channel, Juneau is surrounded by intercoastal waterways, lush rain forests, rugged mountainsides and awe-inspiring glaciers. This small city has it all, the adventure of the "last frontier" as well as good education system, year round cultural and sports activities, a wide variety of entertainment, world class fishing and wildlife viewing, temperate weather and a strong sense of community. Juneau is also rich in mining history and Greens Creek is proud to contribute to that heritage by operating in a safe and environmentally responsible manner.

Position Summary

As a member of the Greens Creek Surface Operations team the Project Manager plans, directs, implements and coordinates project management activities to ensure that goals or objectives of are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through internal or external resources.

Essential Functions and Responsibilities of the Position

Performs, manages, trains, and / or assists others to administer and execute projects using a process outlined below, modified as appropriate for the specific project:

1. **Initiation** – Developing a Project Charter describing Objectives and Deliverables; Identifying personnel and roles of Client, Sponsor, and Project Manager; Developing Milestones and Tollgate Reviews as appropriate.
2. **Planning** – Consisting of Scope Development, Scope definition, Cost Estimating, Scheduling, Risk Analysis of both Cost and Schedule; WBS and account code development, Peer Review, and Software needs.
3. **Funding** – Developing AFE and assisting as needed in financing strategy.
4. **Contracting** – Developing appropriate Contract Strategy, templates, Contract Changes, and Field Change methodology
5. **Execution** – Directing Engineering, Construction, Procurement, and Commissioning.
6. **Controlling** – Invoice Approval, Performance measurement including Earned Value as appropriate, Accounting Interface, Monthly Status Reports, Commercial Authority such as Purchase Orders, Contracts, and Invoice Approval, Back Charges, Scope Change Control, and Audits.
7. **Closing** – Contract Close Out including Contractor Performance Evaluation, Certificate of Final Acceptance, Release & Certificate of Final Acceptance, Post Mortem, Administrative Close Out, and Document Archiving.

Establishes work plans and staffing for various phases of project, and arranges for recruitment, contracting, or assignment / secondment of internal personnel as needed. Directs and coordinates activities of assigned project personnel to ensure project scope progresses on schedule and within prescribed budget.

Reports project activity using a format consistent and compatible with that established or approved by the V.P. Project Development of Hecla Limited. Confers with "customers", project personnel, engineers, and contractors to coordinate objectives, activities, provide technical advice, and resolve problems. Coordinates project activities with activities of the GC Environmental Department and government regulatory or other governmental agencies. Duties may require extensive travel to coordinate with engineers, contractors, or possible temporary assignments to other Hecla projects.

Other duties may be assigned.

Employees must comply with attendance, safety, environmental and HR policies. Successful candidate must demonstrate the following behavioral skills: productive communication, cooperation, productivity, initiative, creativity, dependability.

While performing the duties of this job, employees may be frequently required to stand, walk or sit for extended periods of time; use hand and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; regularly required to talk and hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision requirements for this job include close vision, distance vision, and the ability to adjust focus.

Employees may be frequently exposed to underground work environments; outside weather conditions, wet and/or humid conditions; extreme cold, extreme heat, potentially hazardous wildlife; moving mechanical parts; high precarious places; fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in most work environments is usually very loud. This position may require work on nights, weekends and rotating shifts; shift schedules may require residency in on-island camp during work rotations.

Minimum Education Requirements (*must be documented in application for consideration*)

Bachelor's degree or equivalent program certificate in project management, engineering or similar discipline from a four-year college or university; or equivalent combination of education and experience.

Minimum Experience Requirements (*must be documented in application for consideration*)

Five years related experience.

Training or Special Skills (*must be documented in application*)

P.E. and/or Project Management certification preferred. Eventual Project Management Certification required. Proficiency in MS Word applications required.

Applications & Resumes

Pay is based on experience and includes a competitive benefits program. Applicants must possess current authorization to work in the United States. Resumes are welcome but **must be attached to an official application form**. Application forms can be obtained from Juneau Job Center or at http://www.hecla-mining.com/hmc_corp_employment.html and completed applications should be forwarded to:

**Juneau Job Center
10002 Glacier Hwy #200
Juneau, Alaska 99801
Phone : 907.465.4562
Fax : 907.465.2984**

**Recruitment open until filled.
Hecla Greens Creek is an Equal Opportunity Employer.
Please visit our website at www.hecla-mining.com**