

## Job Description

**Job Title:** Environmental Coordinator – Hecla Montana  
**Department:** Environmental  
**Reports To:** General Manager  
**FLSA Status:** Exempt  
**Prepared By:** HR Manager  
**Prepared Date:** 7/19/17

### SUMMARY

The Environmental Coordinator conducts studies, analyzes and synthesizes resultant data to determine the possible effects of mine development and operation on the environment. Operates and maintains systems to prevent or minimize negative effects on that environment, by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Collects and synthesizes data derived from monitoring activities; prepares graphs, charts, and statistical models in support of data understanding, tracking and reporting. Conducts environmental effects assessments, and presents results in written and oral reports to both corporate and regulatory agencies.
- Administers various levels of water quality and other monitoring programs including performing field sampling, following quality assurance/quality control plans, validating database information and coordinating with laboratory personnel.
- Coordinates TRI, Biennial EPA Hazardous Waste Report, Annual State Hazardous waste report, Annual Bio assessment, WET Test, Ambient Water Quality Report development and reporting. Writes and updates technical documents such as SPCC Plan, SWPPP, BMP Plan, Reclamation Plan, SOPs, and Sampling and QA/QC Plans. Calculates reclamation plan bonding requirements for mine closure. Participates in and updates hazardous material/waste minimization, handling and disposal programs. Assists with spill prevention and response programs.
- Requires functional use of the environmental databases (EDMS, Access and Excel) and troubleshoots problems. Also participates in the operation, equipment maintenance, data acquisition and reporting of the MPDES required monitoring system.
- Coordinates and works extensively with other departments, as well as regular coordination with regulatory agencies and companies providing services to Hecla Montana. Manages environmental projects.
- Assists in development of permit applications, including synthesizing technical data into understandable narrative.
- Understands and can communicate federal and state regulatory requirements.
- Leads by example, demonstrating the necessary behavior and attitudes to strengthen Hecla Montana's safety and environmental values and culture.
- Participates in the development, administration and maintenance of Hecla Montana environmental policies and procedures. Works with federal, state, local regulatory agencies to stay apprised of regulatory laws. Ensures that all Hecla Montana operational activities are in accordance with the safety, health and environmental standards and regulations set forth by the Company and federal, state and local regulatory agencies.
- Provides support and expertise in identifying site risks and hazards, and provides recommendations on appropriate actions to mitigate risks.
- Works with various stakeholders to ensure compliance with incident reporting procedures.
- Participates in internal audits and inspections, ensuring strict compliance with company and regulatory requirements, provides input and participates in programs to mitigate gaps in compliance, and follows up to make sure that non-compliance issues are corrected in a timely fashion.
- Performs and documents jobsite inspections and audits with a focus on hazard recognition,

regulatory non-conformances and unsafe behaviors. Works with operations to find solutions to mitigate hazards and change environmentally risky behaviors.

- Participates in regulatory agency inspections and investigations to ensure compliance with federal, state, and local regulations.
- Must be willing to comply with all company policies and procedures, especially with regard to Safety, Human Resources, and Environmental.
- Comply with applicable environmental laws and regulations. Conducts activities and work in an environmentally responsible manner. Is aware of procedures to minimize impacts to the environment.
- Communicate with co-workers, management, outside contractors and vendors, and employees in a courteous and professional manner.
- Work independently and as a member of a team effectively.
- Must be able to work with other departments and help with the needs of other departments.

### **SUPERVISORY RESPONSIBILITIES**

- None

### **BEHAVIORAL & LEADERSHIP COMPETENCIES**

- The following competencies are required:
- Problem solving—identifies and resolves problems in a timely manner and gathers and analyzes information carefully.
- Interpersonal Skills—maintains confidentiality, remains open to others' ideas and exhibits willingness to listen to new ideas.
- Oral communication—speaks clearly and persuasively in positive or negative situations.
- Written Communication—edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing—prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Quality control—demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—consistently at work, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security—actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree in Environmental Engineering or a related field, or an equivalent combination of experience and education in an environmental field.
- Five or more years' experience in an environmental field preferred. Prior experience in the mining industry preferred.
- Experience and familiarity with the job functions as described.
- Understanding of environmental regulations related to natural resource industries.
- Ability to deal effectively with co-workers.
- Work independently and as a team member. Prior experience in an environment with minimal supervision.
- Experience following established protocols for collection and transportation of samples.

- Excellent organizational skills and ability to manage multiple tasks to completion.
- General knowledge and experience with MSHA/NRC/IDEQ/IDWR/Panhandle Health/EPA regulations pertaining to environmental health and safety preferred.
- Proficient in Microsoft office, including Outlook, Excel, Word and Powerpoint.

#### **LANGUAGE SKILLS**

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, employees, regulators and the general public.
- Ability to read and interpret technical materials and governmental regulations.
- Ability to follow written and oral instructions.
- Ability to keep records and write simple, clear, and concise reports and correspondence.

#### **MATHEMATICAL SKILLS**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra, geometry, calculus, and differential equations.

#### **REASONING ABILITY**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50. . Employee must pass post-offer physical and drug screen.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to general office conditions; underground work locations; wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

The position will be based in Montana.