

Job Title: Maintenance Superintendent – Fixed Plant
Department: Maintenance
Reports To: Maintenance Manager
FLSA Status: Exempt
Creation Date: 08/21/17
Revision Date: 10/07/17



POSITION SUMMARY

The Maintenance Superintendent (Fixed Plant) will report directly to the Maintenance Manager. Superintendent will direct maintenance activities on fixed and paste plant systems to provide continuous supply of power, compressed air, and water as required for operations. Has overall responsibility for a safe and cost effective fixed plant and underground paste plant maintenance program.

SAFETY, HEALTH & ENVIRONMENTAL RESPONSIBILITIES AND ACCOUNTABILITIES

Include, but are not limited to:

- Display due diligence in safety & health, and environmental matters and lead by example to ensure the successful implementation of the Safety & Health Management System, and the Environmental Management System
- Promote open communication and cooperation
- Ensure that all employees, contractors, and visitors are informed of safety, health, and environmental issues on site and distribute relevant safety, health, and environmental information
- Ensure Job Hazard Analyses (JHAs) are completed for appropriate tasks and participate in the process
- Undertake safety and health audits and inspections and interact with personnel concerning improving work practices and following up on action items
- Support all personnel in achieving and maintaining desired safety, health, and environmental outcomes
- Recognize superior safety, health, and environmental performance to help increase commitment and participation
- Manage, notify, report, and investigate incidents and hazards in a timely manner as required
- Manage compliance with safety and health requirements and ensure issues are being addressed prior to commencement of work (such as permits completed, isolations checked, and tagging completed)
- Manage compliance with federal and state environmental regulations to ensure a field presence on a routine basis
- Verify that personnel hold the appropriate qualifications and licenses
- Monitor the safe use and control of all tools and equipment
- Promote and assist in the implementation of site safety initiatives and safety-monitoring tools
- Attend and monitor pre-start and toolbox meetings, ensuring they are conducted and minutes are prepared, issued, and action items developed as appropriate
- Assist in preparing and contributing to monthly safety, health and environmental reporting

ESSENTIAL FUNCTIONS

Leadership Competencies

- Employee focus—manage difficult employee situations, respond promptly to employee needs, and keep commitments
- Problem solving—identify and resolve problems in a timely manner as well gather and analyze information skillfully
- Interpersonal skills—maintain confidentiality, remain open to others' ideas, and exhibit willingness to try new things
- Communication—speak clearly and persuasively in a positive manner, edit work for spelling and grammar, present numerical data effectively, and read and interpret written information
- Planning/organizing—prioritize and plan work activities, use time efficiently, and develop realistic action plans
- Quality control—demonstrate accuracy and thoroughness and monitor own work to ensure quality
- Adaptability—adapt to a complex and dynamic work environment, including delays and unexpected events, creating ongoing need to reassess and manage changing priorities that may conflict at times
- Dependability—consistently follow instructions, respond to management direction, and solicit feedback to improve performance
- Self-awareness—recognize and understand moods, emotions, and drives of self; as well as their effect on others
- Self-regulation—control or redirect disruptive impulses and moods and the propensity to suspend judgment
- Motivation—bring a passion to work for reasons which go beyond money or status and have a propensity to pursue goals with energy and persistence
- Empathy—understand the emotional makeup of people and have skill in treating people according to their emotional reactions
- Social skills—proficient in managing relationships and building networks while finding common ground and building rapport

Supervisor Responsibilities

- Supervise employees; perform evaluations in a timely manner; and coach, counsel, make recommendations, and initiate discipline as needed
- Control cost and production through efficient delegation and management of resources
- Take the lead in any emergency situation and understand HGCMC emergency response book
- Provide safety training, perform job observations as required, and review safe work practices with employees as needed
- Train and develop employees to improve their capabilities as well as prepare them for opportunities for promotions
- Complete daily paperwork and computer work that provide proper passdowns and production record keeping
- Ensure employees have the tools, equipment, supplies, guidance, and support to succeed
- Assist in creation, enforcement, and improvement of standard operating procedures (SOPs)

Departmental Responsibilities

- Champions health and safety and environment as the top priority, maintaining safe and efficient operations, leading by personal example, ensuring proper working conditions, and helping to develop effective plans, systems and procedures, ensuring that all employees and contractors perform safely and in compliance with all company policies as well as government regulations and the Health and Safety Management System and Environmental Management Systems.
- Implement the maintenance work management strategy as developed by the Maintenance Manager in accordance with the Greens Creek Asset Management Standard encompassing maintenance of mill, underground paste plant and surface fixed assets.
- Develops and executes preventive maintenance program in conjunction with engineering and maintenance staff. Reviews production, quality control, and maintenance reports and statistics to plan and modify maintenance activities.
- Will work in conjunction with the mill operations group to develop certain maintenance plans and projects.
- Recruit, develop and retain workforce talent necessary to provide effective site maintenance. This should include succession planning and personnel development plans.
- Manage department business plans for mill, surface and power plant facilities, including expense budget, capital projects, equipment performance and improvement targets. Implement improved reliability processes, including predictive technologies, defect elimination.
- Analyze daily, weekly, monthly and annual maintenance reports to ensure maintenance is operating within overall maintenance and budget expectations. Develop capital and operating budgets. Directs preparation of reports and budgets that summarize and forecast maintenance activity. Authorizes and arranges for purchase of supplies, tools, and machinery. Consults with management on maintenance and replacement needs. Contracts for repair services not performed by HGCMC employees in the mill. Assist with investigations and evaluates root cause impact of damage to fixed or paste plant involving accidents.
- Inspects operating machines and equipment for conformance with operational standards. Plans, develops, and implements new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials. Reviews new product plans and discusses equipment needs and modifications with vendors and engineers.
- Superintendent is responsible for coordinating the activities of subordinates engaged in setting up, installing, repairing and maintaining machinery and equipment and in fabricating parts, tools and equipment.
- Key tasks include directing and planning for mechanical and hydraulic maintenance, managing the maintenance for fixed plant and underground paste plant. The Superintendent will coordinate the scheduling of all maintenance activities for the fixed plant, including re-scheduling backlogs, setting lead times to meet deadlines and adjusting schedules to meet operational needs and will develop a predictive maintenance program to improve equipment reliability and availability.

QUALIFICATIONS

Education and/or Experience

- Bachelor's degree in maintenance, engineering, project management, or related field or equivalent experience in lieu of degree requirements may be exchanged on a year for year basis. Successful completion of studies in maintenance management a plus.
- Knowledge of all process-related systems, mechanical, electrical equipment including grinding mills, conveyor systems, flotation circuits, pumps, pressure filters, hydraulic systems, air compressors, water treatment, ship loader and batch and underground paste plant facilities. Knowledge of computerized maintenance management programs is a plus.
- Maintenance experience of mining-related fixed plant, diesel mechanics, hydraulic systems, including paste plant. Plant and process related maintenance experience of six years or more with supervisory level responsibility is required.

Other Qualifications

Pass a pre-employment physical and drug screen
Pass a position-specific physical demands assessment

PHYSICAL DEMANDS

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 and balance; stoop, kneel, crouch, and crawl. The employee must be able to talk and hear.

JOB TASK	TEST ACTIVITY	COMMENTS
Walking - Incline	Treadmill Level – 3 min. 10% grade 1 min. 12% grade- 1 min. 15% grade – 1 min.	Work areas
Balance uneven surfaces	Airex-SLS or balance board 30 sec.	Uneven surfaces
Carry 25lbs. 50 ft.	Weighted crate trial - lift and carry 1: 15lbs. – 1 rep. 2: 25lbs. – 1 rep.	Office supplies
Carry 50 lbs. 20 ft.	Weighted crate trial - lift and carry 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Office supplies
Lift 25lbs. Floor to waist	Weighted crate trial 1: 15lbs. – 3 reps. 2: 25lbs. – 3 reps.	Office supplies
Lift 50lb. Floor to waist	Weighted crate trial 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Office supplies
Reach Knee to shoulder		General duties

Other Physical Demands

Vision:

- Able to judge distances and spatial relationships to avoid accidents while driving and walking underground
- Have clarity of vision while operating machinery, reading gauges, and placing tools
- Have clarity of vision for distances while navigating within the mine and access roads efficiently and safely
- Able to adjust varying points of reference while safely navigating the terrain, maintaining awareness of traffic, and operating tools and machinery
- Able to identify vehicles, machinery, and people in peripheral vision

Speaking:

- Able to clearly communicate with co-workers and supervisors on the radio and in person

Hearing:

- Must wear hearing protection while working in the mill or in the mine (paste plant)

WORK ENVIRONMENT & JOB SCHEDULE

Employees may be 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 the mill and other work environments can be very loud. This position may occasionally require work on nights or weekends.

ABOUT US

Greens Creek

The Greens Creek Mine, located on Admiralty Island, 18 miles south of Juneau, is an underground polymetallic mine employing approximately 425 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.

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 a 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 rich in mining history and Greens Creek is proud to contribute to that heritage by operating in a safe and environmentally responsible manner.

Compensation & Benefits

Hecla Greens Creek offers competitive pay based on experience and an excellent low-cost benefits package for medical, prescription, dental, and vision insurance as well as other coverages such as disability coverage and life insurance. Retirement benefits include a pension plan and 401(k) with company match.

APPLICATIONS & RESUMES

Applicants must possess current authorization to work in the United States. Resumes are welcome but **must be attached to an application form**. Applications are available at the Juneau Job Center or <http://www.hecla-mining.com/careers/>. Completed applications should be forwarded to:

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

**Hecla Greens Creek is an Equal Opportunity Employer.
Please visit Hecla's website at www.hecla-mining.com
and our recruiting page at
<http://www.hecla-mining.com/careers/>**

ACKNOWLEDGMENT

I have received my job description and understand I will be evaluated on the requirements of the Maintenance Superintendent – Fixed Plant position.

Signature and Date

Printed Name