

Job Title: Associate Geologist
Department: Exploration
Reports To: Exploration (Geology) Supervisors
FLSA Status: Exempt
Creation Date: 05/22/2013
Revision Date: 1/8/2018



POSITION SUMMARY

This position is a key role in the surface and underground diamond drilling programs at the Greens Creek Mine. Annually the property produces between 100,000 and 200,000 feet of diamond drill core. This position has the primary responsibility of core logging but will directly supervise the data collection process from data entry to sample cutting. This role is also responsible for assisting with mobilization of field crews, compiling weekly reports, importing assays into the acQuire™ database and performing QA/QC. Other duties may be assigned as needed. In this role, hiking in difficult terrane and being transported via helicopter are common.

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

Departmental Responsibilities

- Comply with safety, HR, and environmental policies
- Logging and sampling of core following established procedures
- Management of sample preparation for submittal to commercial laboratory
- Responsible for drilling activities and interacting with drill contractors when supervisor is not available
- Responsible for training and supervision of contract core loggers
- Supervision of core technicians
- QA/QC of data entry and assaying
- Data entry into acQuire™ database and management of the database
- Produce weekly reports
- Ordering supplies
- Perform geological mapping and interpretation
- Manage ArcGIS database
- Assist in geological modeling and target generation
- Conduct weekly safety meetings
- Conduct daily workplace inspections
- Other duties as needed

QUALIFICATIONS

Education and/or Experience

- B.S. in Geology or Geological Engineering
- Core logging experience is essential
- Preferred: One-year minimum experience in the mining or exploration industry

Other Qualifications

- Working knowledge of Microsoft Office and acQuire™
- Preferred: Working knowledge of ArcGIS, Leapfrog and Datamine software
- Capable of working independently as well as within a team environment, with strong interpersonal, presentation and communications skills

PHYSICAL DEMANDS

While performing the duties of this job, employees may be hiking in difficult terrain, standing, walking and sitting; use hands and fingers to 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 frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Strength	Frequency			Weight	Side	Parameters	
	Occ	Freq	Cons			Height From	Height To
Lifting - Core Box		X		50 lb	Two Hands	Floor	Waist
Lifting - Back Pack	X			50 lb	Two Hands	Floor	Shoulder
Lifting - Fire Extinguisher	X			35 lb	Two Hands	Floor	Shoulder
				Weight	Side	Distance	
Carrying - Core Box		X		50 lb	Two Hands	50 ft	
Carrying - Back Pack	X			50 lb	Two Hands	Several Miles	
Carrying - Fire Extinguisher	X			50 lb	Two Hands	50 ft	

Other Physical Demands

Vision:

- Able to judge distances and spatial relationships to avoid accidents while driving and walking underground and on the surface
- 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 loud environments

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; occasional helicopter activities; high precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level can be very loud. This position may occasionally require work on nights or weekends. The position follows a 4 days on 3 days off base rotation but may be required to work differing schedules between the surface and underground departments. The position requires commute to job site by boat and extended stays in on-site camp facility. This position requires Juneau residence.

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 Associate Geologist position.

Signature and Date

Printed Name