

Job Title: Warehouse Technician
Department: Control
Reports To: Material Management Supervisor
FLSA Status: Non-Exempt
Creation Date: 06/03/2018
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POSITION SUMMARY

The first Tier Level for warehouse personnel are responsible for the inbound receipt, storage, management, preparations and delivery of goods and materials to end customers. Inventory management through cycle counts, ensuring physical and data accuracy. The second Tier Level key functions will include preparation of outbound shipments, issuing and transferring of inventory, billing and manifest reconciliation. Troubleshoot and problem solve issues that arise in receiving and inventory activities, direct staging and project work.

SAFETY, HEALTH & ENVIRONMENTAL RESPONSIBILITIES AND ACCOUNTABILITIES

Include, but are not limited to:

All Hecla personnel shall strive to achieve best practice in safety and health, and assist in the control of incidents, injuries and loss. Duties include, but are not limited to:

- Complying with all necessary requirements put in place to prevent incidents, injuries or losses
- Ensuring the safety and health of themselves and others in the workplace by being responsible for their actions and taking due care while performing their work
- Identifying, eliminating, and reporting hazards as soon as practicable
- Reporting incidents and accidents as soon as practicable
- Disclosing all information regarding incidents and cooperating in incident investigations
- Assisting in the resolution of health and safety matters in a positive and timely manner
- Using and maintaining PPE
- Providing suggestions for improving work processes
- Assisting Management by supporting change to achieve desired targets
- Ensuring that plant and equipment operate within their safe working limits
- Ensuring that correct equipment is used for the job
- Participating in risk assessment methodology
- Participating in safety initiatives
- Receiving training and instruction as required
- Maintaining good housekeeping standards

ESSENTIAL FUNCTIONS TIER I

- Provides warehouse support to internal customers.
- Experience dealing with external service providers in the areas of warehousing and/or transportation.
- Demonstrated commitment to safety and customer service.
- Ability to adhere to policies, procedures and standards for warehousing and distribution functions.
- Proficiency with the Microsoft Excel and Word.
- Good communication and teamwork skills.
- Operate company equipment and vehicles for heavy and hazardous material handling.
- Ability to provide assistance for material requests, pick up and delivery services.
- Maintains proper bin locations for inventory items.
- Performs routine safety inspections and general housekeeping procedures in work area.
- Maintain housekeeping at a high level so that inventory can be readily utilized by end users.

ESSENTIAL FUNCTIONS TIER II

- Problem solving and reconciling of work orders with materials coordinator
- Responsible for staging, organizing project work
- Train and lead warehouse staff on procedures
- Prepares and distributes weekly barge lists
- Identify and resolve inventory issues
- Ensures accuracy of maintenance packs and upcoming projects
- Employee should be resourceful, independent, show good judgment and eager to learn

QUALIFICATIONS

Education and/or Experience

High school or equivalent.

Experience/ Special Skills

Five years' experience in inventory control related work experience preferred. Forklift and warehouse equipment operations along with basic working knowledge of computers a plus.

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.	Goods and Materials
Carry 50 lbs. 20 ft.	Weighted crate trial - lift and carry 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Goods and Materials
Lift 25lbs. Floor to waist	Weighted crate trial 1: 15lbs. – 3 reps. 2: 25lbs. – 3 reps.	Goods and Materials
Lift 50lb. Floor to waist	Weighted crate trial 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Goods and Materials
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 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 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. Work schedule is 4 days on, 3 days off. This position may occasionally require work on nights or weekends. Workdays are 11.5 hours and require a daily commute by boat and bus to work location.

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 keen 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 Warehouse Technician position.

Signature and Date

Printed Name