

Job Title: Civil Engineer – Project Manager
Department: Environmental
Reports To: Environmental Manager
FLSA Status: Exempt
Creation Date: 1/11/2018
Revision Date: 1/11/2018



POSITION SUMMARY

Leadership role to manage and oversee dry stack tailings design from conception to construction, which will involve regulatory approval process.

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

- Oversees and directs the design of the tailings disposal facility project, ensuring that the project is designed and permitted within schedule.
- Administers and coordinates development project to ensure conformance with applicable city, state and federal standards.
- Reviews designs and approves changes; works to develop technical solutions; serves as team leader.
- Prepares technical reports, project progress reports, and project review meeting reports. Prepares and maintains comprehensive technical documentation.
- Effective working independently, coordinating activities of the design team, and soliciting outside as needed.
- Perform project management activities including preparing and negotiating professional services contracts, managing the quality and financial performance of projects, and identifying and resolving budget and schedule issues.

QUALIFICATIONS

Education and/or Experience

- Bachelor's degree in civil engineering or related field or equivalent work experience.
- Preferably >10 years of experience in civil engineering work after graduation.
- Preferably experience in soil mechanics and/or hydrology.
- Experience working with engineering firms.
- 5 to 15 years of hand-on experience in mining, construction, manufacturing and project engineering settings.
- Experience as a project manager.
- Experience in design and coordination of work on multidisciplinary projects ranging from preliminary conceptualization through full permitting for all aspects.

Competencies

- Proven leadership skills.
- Analytical and strong organizational skills, with excellent written and verbal ability.
- Proficiency with related software tools.
- Excellence in time management; attention to detail and the ability to learn quickly.
- Knowledge of regulatory permitting process including NEPA.

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 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 if 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 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 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/>**