

Job Title: Associate Mine Engineer
Department: Mine
Reports To: Chief Engineer
FLSA Status: Exempt
Creation Date: 1/8/2018
Revision Date: 10/22/2018



POSITION SUMMARY

Performs short-range mine planning including development design; drift & fill and long-hole stope design; backfill design; scheduling development, production, and backfill; surveying; reconciliation of the schedule and plan with actual; and coordination with long-rang mine planning, geology, survey, and mine operations

SAFETY, HEALTH & ENVIRONMENTAL RESPONSIBILITIES AND ACCOUNTABILITIES

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

Performs short-range mine planning including development design; drift & fill and long-hole stope design; backfill design; scheduling development, production, and backfill; surveying; reconciliation of the schedule and plan with actual; and coordination with long-rang mine planning, geology, survey, and mine operations

Works with mine services including power, ventilation, compressed air, and water; assists with design and implementation of ground control and related ground support engineering including various rock bolting methods and shotcrete; optimizes techniques for explosives utilization and storage; ensures technical deliverables are provided to customers within time and quality expectations.

Maintains departmental compliance with all local, state, federal (including MSHA and ATF) and company standards and guidelines for safety, health, environment, human resources and sustainable development while ensuring professional learning objectives of mine engineering staff are met through mentoring, coaching and execution of personal development plans; demonstrates required behavioral skills including productive communication, cooperation, productivity, initiative, creativity, dependability.

QUALIFICATIONS

Education Requirements

B.S. in mine engineering or related field; or equivalent combination of education and experience.

Training/Special Skills

Knowledgeable in the use of underground mine drafting programs, Deswik, ACAD, Excel, and Word; useful to have scheduling experience with a mine planning software such as Deswik Sched or EPS.

Minimum Years/Type of Experience

0 to 3 years of experience. Recent graduates will be considered.

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.	Field equipment / office supplies
Carry 50 lbs. 20 ft.	Weighted crate trial - lift and carry 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Field equipment / office supplies
Lift 25lbs. Floor to waist	Weighted crate trial 1: 15lbs. – 3 reps. 2: 25lbs. – 3 reps.	Field equipment / office supplies
Lift 50lb. Floor to waist	Weighted crate trial 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Field equipment / office supplies
Reach Knee to shoulder		General duties

Other Physical Demands

Vision - Constant:

- 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 - Occasional:

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

Hearing - Occasional:

- Must wear hearing protection while working in the mine

WORK ENVIRONMENT & JOB SCHEDULE

Employees may be frequently 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 most work environments is usually 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
Mailing address: P.O. Box 115514, Juneau, AK 99811-5514
In Person: 10002 Glacier Hwy #100, 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 Mine Engineer position.

Signature and Date

Printed Name