

**Job Title:** Core Technician  
**Department:** Mine  
**Reports To:** Underground Drilling Supervisor  
**FLSA Status:** Hourly  
**Creation Date:** 10/22/18  
**Revision Date:** 10/22/18



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## **POSITION SUMMARY**

As part of the Mine Operations group, this position is responsible for all aspects of handling and sampling of underground diamond drill core. Currently, the primary workspace is in the underground mine and the majority of work time is spent underground.

## **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**

- Safe operation of mobile equipment, including tractors, forklifts, and pickup trucks, both on surface roads and in the underground mine
- Cutting of core samples with a masonry saw using a diamond impregnated blade
- Weighing and accurate recording of weights of samples
- Bagging, labeling, processing, and delivery of core samples as well as management of core storage
- Assist with tracking and organization of core and samples
- Communication with geologists, mine operations, and diamond drillers
- Able to read and comprehend printed instructions, hear and operate radio and telephone equipment, minimal computer data entry for sample tracking purposes
- Daily cleaning, maintenance, and upkeep of equipment and work area

## **QUALIFICATIONS**

### **Education and/or Experience**

- High school diploma or equivalent

### **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.

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 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 require work on nights, weekends and rotating shifts; shift schedules may require residency in on-island camp during work rotations.

## 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](http://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 Core Technician.

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed Name