

**Job Title:** Chief Metallurgist  
**Department:** Mill Department  
**Reports To:** Mill Manager  
**FLSA Status:** Exempt  
**Creation Date:** 08/21/17  
**Revision Date:** 11/02/18



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## **POSITION SUMMARY**

Provides metallurgical supervision, oversight, and assistance at a 2300 ton per day Lead-Zinc-Silver surface mill and concentrator to develop, maintain and continuously improve upon the operation. This position is responsible for all activities of the Metallurgical department and reports to the Mill Manager.

## **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

## **Supervisor Responsibilities**

- Supervise employees; perform evaluations in a timely manner; and coach, counsel, make recommendations, and initiate discipline as needed
- Control cost and production through efficient delegation and management of resources
- Take the lead in any emergency situation and understand HGCMC emergency response book
- Provide safety training, perform job observations as required, and review safe work practices with employees as needed
- Train and develop employees to improve their capabilities as well as prepare them for opportunities for promotions
- Complete daily paperwork and computer work that provide proper passdowns and production record keeping
- Ensure employees have the tools, equipment, supplies, guidance, and support to succeed
- Assist in creation, enforcement, and improvement of standard operating procedures (SOPs)

## **Departmental Responsibilities**

- Oversee all metallurgical aspects of milling operations: Grinding, flotation, gravity, and de-watering
- Supervise, coordinate and develop the metallurgical staff. All members of the Metallurgical staff will report directly to the Chief Metallurgist to ease the coordination of activities.
- Manage the activities of the Metallurgist staff. Provide guidance to the Metallurgists from an overview perspective, giving feedback to meet long term goals and operational targets.
- Develop and control the metallurgical budgets and provide input to the overall mill budget. Develop and take responsibility for the budgets of the metallurgical lab.
- Propose and justify capital expenditures using the AFE process.
- Provide metallurgical forecasts and projected mill performance estimates using the updated models, keeping all Metallurgical Models up to date.
- Maintain the on-line optimization software and process modeling software.
- Monitor and sponsor development of operational, maintenance and metallurgical information systems.
- Perform or oversee any process engineering functions as it applies to the metallurgical performance or reporting in the mill by helping maintain the SQL server, information data bases, Panel View changes, OSA models, SCADA programming and OCS configurations.
- Interact with the operations group to maximize throughput and recovery in the concentrator, on projects and in day to day operations, incorporating input from operations and maintenance whenever possible.
- Provide technical support and training assistance to Mill Operations with focus on grinding and flotation operators and provide support and guidance on improvement projects throughout the mill.
- Interact with the mine and geology staffs to maximize throughput and recovery and interact with the accounting/marketing group to enhance the customer base and maximize revenue from sales.
- Sponsor internal and external research and development of systems and processes to increase economic recovery from ore, to increase productivity and to decrease costs on a short term and long term basis.
- Coordinate succession planning and professional development.
- Manage and host engineers, consultants, salesmen and visitors relating to metallurgical operations at the concentrator.
- Know, encourage and endorse all Safety, Industrial Hygiene and Environmental standards.
- Coordinate all the Mill Department reporting functions.
- Use bench scale, pilot scale and plant scale testing or analysis of plant data to investigate, develop, refine and improve the metallurgical and materials balance flow sheets.

The mill is highly instrumented, and the metallurgists also work with PLC based:

- Graphic operator interfaces
- Process data storage, retrieval, trending and on-line mass balancing
- Expert; advisory and supervisory control systems.
- Modeling software

Other duties may be assigned.

## **QUALIFICATIONS**

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

- B.S. or equivalent in Metallurgy, Mineral Processing, or related field.
- Prior experience of six or more years successfully leading a team that includes supervisory responsibility.

### **Experience/ Special Skills**

Advanced computer skills involving Excel and data bases, and the programming and understanding of computer-controlled instrumentation desirable. Eight to ten years' experience preferred.

## 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.

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
- 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. This position may occasionally require work on 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](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 Chief Metallurgist position.

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Signature and Date

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Printed Name