

**Job Title:** Mill Shift Coordinator  
**Department:** Mill  
**Reports To:** Mill Operations Superintendent  
**FLSA Status:** Non-Exempt  
**Creation Date:** 08/21/2017  
**Revision Date:** 11/27/2018



---

## **POSITION SUMMARY**

Responsible for the supervision and coordination of mill operation technicians. Perform associated administrative and support work to ensure safety, production and cost targets are met.

## **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

- Works in conjunction with mill technical, assay and maintenance departments to keep mill operational and meeting targets
- Has sufficient technical knowledge to direct operation of mill circuits during “non-straight day” hours and seek guidance from staff as needed. This includes grinding, gravity, complex flotation, thickening, filtration and water circuits
- Can supervise and operate simultaneously
- Works/communicates with surface and underground mine departments as required

### QUALIFICATIONS

#### Education and/or Experience

High school diploma or G.E.D. equivalent

Preferred: Five or more years working in mill operations

Preferred: Experience working in lead/zinc/silver/gold circuits

Preferred: Previous supervisory experience

Preferred: Proficient with Microsoft Office, including Word, Excel, and Outlook

#### 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.

### ABILITIES TESTED

Walking Test	Begin walking at self-selected pace for 3 minutes. Increase incline to 10 % for 1 minute, 12% for 1 minute, and 15% for 1 minute. Must maintain constant movement, but do not need to move at a certain step speed.
Static Balance	Standing upright, begin balancing on one foot for 30 seconds. Repeat on other side. One toe touch to re-center stability allowed.
Dynamic Balance	Walk heel-toe for 10 feet without losing balance.
Bend/Stoop	Manipulate objects at knee height for 2 minutes continuously.
Shoveling (Shovel + Weight = 10 Pounds)	Shovel for 5 minutes continuously.
Sitting Test	In a sitting position, place item on table or plinth behind client. Individual must <u>continuously</u> reach behind body one direction then the other for 5 minutes.
Filter Cloth Lift	Lift 35 pounds from floor to shoulder height with a ten step carry, holding weight at shoulder height. Repeat 10 times.
Stack of Filters/5” Line Pipe Lift	Lift 70 pounds with two hands off of the floor 5 times.
5 Pound Weighted Ball Throw	Throw a 5 pound medicine ball against rebounder 50 times.

**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 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 Mill Shift Coordinator position.

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

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