

## POSITION DESCRIPTION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Shifter
<b>Functional Area</b>	Mine Operation UG.
<b>Reports to</b>	General Foreman

### 2. POSITION OBJECTIVE

1. To ensure safety is the number 1 priority at the mine across all departments. Enforces rules and policies fair and evenly on their crew. Shows respect for each individual Department, and does not direct, cross over lines or interfere with other Departments.
2. Leads by example and will not allow any unsafe acts to happen as a result of a shortcut being a quicker way to perform a task. Holds workers accountable if such actions are witnessed or brought to their attention by another source and if through investigation proves merit in the accusation. Will not in any way perform an unsafe act which would only promote an unsafe culture.
3. Work with employees to explain the reasons behind and process of Work place inspections. Reviews documentation to recognize accuracy of inspection.
4. Works with employees on accident reports and investigations making sure proper care is taken when filled out and turned in to the Safety Department in a timely fashion.
5. Conducts Safety Meetings and to share input.
6. Helps instruct and teach employees how to utilize their time to reach full potential and productivity through time management and organization. Teaches workforce the importance of clean work areas and proper care of equipment by being involved and available when needed and being proactive when witnessing actions that are contradictory to desired outcome. Creates awareness in the mining department to the cost of wasted materials resulting from neglect or unorganized practices.
7. To be actively involved with employees as to promote safe extraction of rock due to ground types and surrounding mine infrastructure to assure safe accesses for temp. or long term excavations.
8. To be actively involved with maint to communicate safety deficiencies with equipment and wear and tear issues to keep equipment availability optimal.
9. Works with Survey and Engineering to make sure line and grade are current to keep heading advancement moving.
10. Performs regular workplace inspections and follows through to make sure desired result is attained. Holds employees accountable for undesirable work performance be it time management, substandard quality or careless acts that negatively affect the planned production of the mine.
11. Acknowledges success thru positive reinforcement and holds employees accountable to

- explain why expectations weren't reached. Works positively with employees to teach, explain and discuss ways to avoid not reaching goals.
12. Stands out as a teacher and role model for employees when it comes to interaction with employees.
  13. Promotes an atmosphere where employees have freedom to express ideas and opinions and be self-motivated to improve their work area to be successful and rewards ideas thru positive recognition of accomplishments.
  14. Keeps an open door policy.
  15. Discusses with crews ideas about infrastructure and involves employees in decisions to advance a team spirit.
  16. To intercept and realign the mining process when unforeseen circumstances may slow or stop productivity. Assess and develop a plan to minimize loss and return productivity to optimal amount.
  17. Through observation recognizes individuals with potential that require positive acknowledgement or individuals that need retrained or reprimanded. Notifying the Mine General Foreman in either case.
  18. Makes sure documentation for employees is accurate and filled out in a timely fashion. Quizzes employees from time to time to make sure training is retained and remembered. Follows up with employees to make sure any corrective actions have been taken if needed.
  19. Provides employees with tech. support as needed.
  20. To be involved with MSHA and State inspectors during normal inspections and unforeseen events that require the involvement of outside agencies.

### 3. COMPETENCIES REQUIRED

The following competencies are required for this position:

<b>Communication</b>	<ul style="list-style-type: none"> <li>Mine depart. To assure rules and regulations are followed. Communicate pleasure or dis-pleasure with productivity outcome. Set reasonable goals to achieve with the information needed to reach set goals. Hold individuals including myself accountable for outcomes.</li> <li>Proper paper work is filled out and turned in in a timely fashion to the appropriate department be it positive negative or indifferent</li> </ul>
<b>Team work</b>	<ul style="list-style-type: none"> <li>Positive communication with all departments. Fosters a team attitude to help each other reach goals whether in my department or helping another to reach theirs thru team work.</li> </ul>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>Not afraid to take action and make decisions. Always seeking a more productive way to accomplish goals and tasks without compromising safety. Always challenge myself.</li> </ul>
<b>Self Management</b>	Always look for ways to maximize productivity. Look for areas that require repair. People that require extra training. Never accept that things are going smooth or well, always be thinking of a backup plan. Keep an open dialogue with employees. Be consistent and fair
<b>Planning and</b>	<ul style="list-style-type: none"> <li>Keep an eye on a minimum 2 week plan. For power advances, pump</li> </ul>

<b>organizing</b>	swaps new drifts ect. Equipment scheduling for work and availability. <ul style="list-style-type: none"> <li>• Keeping headings in cycle to not overload the system and create delays.</li> <li>• Engineering and Survey need to be kept in the loop when heading become available to asbuild and install spads L&amp;G</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of Excel, Microsoft word and power point</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>• Makes decisions and learns from each decision from the outcome. Good or bad accepts the responsibility of the decision and uses the knowledge in a positive manner to become a better more confident leader</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>• Takes a proactive approach to the mine department and its activities as a whole and constantly challenges themselves to come up with cost effective more efficient ways to be productive keeping costs low and safety high. Look at the job as their own business and what can be done to make it a success for the long term. Never accepts that things are being done the best way possible that there is always room for improvement.</li> </ul>

<b>4. KEY PERFORMANCE OBJECTIVES</b>	
<b>Outputs</b>	<b>Key Performance Indicator</b>
Crew Line out	Crew understands and completes the tasks given
Tools available	The items needed to do the job are available by doing daily checks to ensure we have what is needed. Deficiencies are communicated up the ladder to get what is needed
Accountability	Crew must explain why a task was not completed to better prepare for the possible challenge.

## **5. ORGANIZATIONAL RELATIONSHIPS/AUTHORITY**

### **ORGANIZATIONAL RELATIONSHIPS**

Reports to: Mine General Foreman

Manages:

Internal Contacts: workforce in Mine Ops.

External Contacts:

### **ORGANIZATIONAL AUTHORITY**

Decisions made in the position: The day to day operations of the Underground Mining aspects and meeting of deadlines. Enforce safety rules and deliver positive or negative enforcement as appropriate. Ground type recognition and ground management. Utilization of people and equipment.

Decisions referred: Schedule changes. Overtime. Special Project planning. Assigning tasks beyond direct reports. Design of development and ventilation engineering plans. Hiring or Termination of employment of individuals.

## **7. OCCUPATIONAL HEALTH AND SAFETY**

Employees are responsible and accountable for:

- Making sure all people under my department are fully trained and signed off with the appropriate paper work for the tasks they are expected to perform.
- Listens to suggestions, ideas and concerns from workforce. Follows thru with actions and relays the information back in a timely fashion to show care for each person's opinion, idea and concern.
- Holds each employee to a high level of safety and performance. Is fair and consistent when dealing with deficiencies that need addressed. Explains why and what the result has brought.
- Insists that the mine be kept in good order and neat to promote a safe and sanitary work environment.

## 8. GENERAL RESPONSIBILITIES

1. Safety
2. Training
3. Quality
4. Production
5. Inventory
6. Results

### SUMMARY FOR SHIFTER DAILY RESPONSIBILITY

#### SHIFT START AND STOP TIME. (Shifter)

Shift starts at 5:30 and ends at 6:30 (13hr Shift)

5:30 – 6:00. Communicate with cross and build plan for the crews daily activity. The SHIFTER will Fill out The Daily Line out card for each individual or give the details for the employee to write down as the lineout progresses, detailing the days plan in order of priority.

This will give the individual a clear understanding of what is expected for the shift. The comments section is to be filled out by crew member to explain what delays may have interfered with this plan.

All completed tasks will be documented on the back of this card in the appropriate location. This is to explain the task and the order in which they are to be completed. We will no longer use this as a time card as we are already filling one out weekly. This will however still verify a crew member being onsite for a given shift in the event of a payroll issue.

Shifter will have a lineout with the crew, discuss the daily plan, safety topics and tools needed to accomplish the plan.

Shifter is responsible to ensure the crew shows up on time to be ready for lineout promptly at 6:00AM.

The days events will be tracked accurately and detailed in the shifters log for each shift. Explaining what was done, what needs done yet and tools needed for the next step.

Throughout the shift the Shifter will Visit each active heading and audit the condition:

1. air, water and discharge.
2. If ventilation is sweeping the face.
3. Ground condition.
4. Cleanliness of work area.
5. Cleaned ribs.
6. Does the area need scaling?
7. Power advances needed.
8. Laser available.
9. Sign date and time of visit on crew members white card. Only if it is actually filled out.
10. Condition of sump, muckbay, bluerooms, trash cans, laydowns ect. Noting and communicating any deficiencies and getting them corrected immediately.
11. Heading mucked to grade and clean. Equipment greased and maintained?
12. Heading bolted to standard with long support and utility hangers if required. Equipment greased and maintained?
13. Face is inspected for miss holes and bootleg
14. Laser is used and back sites painted
15. Proper Line and Grade are being followed. Back sites are in and being used? Equipment greased and maintained?
16. Employees are working safe, know and are following the rules.
17. Verifying and employee is trained to do the task and understands what is involved in the task from start to finish.
18. Corrects and substandard actions accordingly through coaching and or reprimand.
19. Ensures the crew arrives on time for shift and has filled out ALL paperwork correctly at the end of shift.
20. Interacts with crew members and quizzes them on their task to make sure they understand what is involved.
21. Provides support, advice and expertise when guidance is needed.
22. Practices proper time management and deployment of crew members to accomplish the goals and plans set out to succeed in the big picture.
23. Looks forward to things that will be happening in the next week to make sure items are on hand and available to keep working.

## End of Shift

End early enough to clean up and prepare for the cross shift to show up. Be organized and know the status of the project to give an accurate passdown to the shifter coming on.

Compile all data from the crew and production cards to enter into the electric time sheet and the shifters log. Makes sure to read and verify paperwork is filled out properly.

Accurately fills out all required paperwork before turning in at the end of shift.

Holds crew accountable for quality of work, missing targets and investigates what caused the issue.

Notifies verbally or through email, the General Foreman and Mine Superintendent of items we may need before it becomes a production issue. EXAMPLE: Collar Pipe, Anti Static Hose.

## ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Employee:

Direct Manager:

Signature:

Signature:

Prepared by:

Date Issued: