



Job Description

Title: Technical Services Manager	Reports to: General Manager
Status: Full Time	Location: Kellogg, ID
FLSA: Exempt	Updated: 12/10/2024

Position Summary:

The Technical Services Manager areas of responsibility may include Geology and Mine Engineering, or a broader scope encompassing Geology, Mine Engineering, and Mine Operations. and works collaboratively to advance the Bunker Hill values, policies, standards, and expectations.

Bunker Hill Core Values

- Behave like an owner
- Act with a sense of urgency
- Be a team player
- Continually Improve
- Deliver Results

Essential Functions:

- Create and oversee the execution of activities in line with the Mine Plan and with the Budget.
- Prepare and deliver a 0 to 3-month forecast in line with the Life-of-Mine and enable the business to meet its objectives in terms of production.
- Assist in managing scheduling systems required to execute the mine plan effectively.
- Identifies possible upcoming schedule risks and initiates control measures to mitigate the effects on the mine plan.
- Actively look for opportunities to accelerate work/implement cost savings to provide schedule opportunities in areas of control.
- Prepare month-end reports, including spatial and mine plan attainment, and communicate with all relevant stakeholders.
- Support the General Manager in creating, updating and communicating various reports (weekly, monthly, quarterly, GM presentations, etc.)
- Actively participate in establishing and following mine plan objectives and strategic planning.
- Execute strategic plans including but not limited to:
 - Drilling program target prioritization, budgeting and execution
 - Mine life extension scenario generation and associated studies
 - Supporting technical studies to enhance cost structure
 - Strategic business improvement projects (Technology adoption, continuous improvement, etc.)
 - Permitting roadmap development and technical support
 - Contractor management and procurement support
 - Actively participate in Mine Planning and Budget exercises

Job Description

Title: Safety Coordinator	Reports to: Safety Manager
Status: Full Time	Location: Kellogg, ID
FLSA: Non-Exempt	Updated: 11/20/2024

Key Result Areas & Measures

- Assist in developing, monitoring, and improving site technical service areas.
- Serve as a strategic partner across all departments, fostering positive and effective communication and working relationships.

Key Competencies

- **Quality Communication:** Interacts with a wide variety of departments and key stakeholders both internal and external. Communicates in a clear and concise manner with all individuals across the organization, both written and oral.
- **Project Management:** Manage the rollout and implementation of activities in line with the Mine Plan as required.
- **Time Management:** Able to pace own work with minimal supervision. Capable of readjusting priorities when necessary.
- **Team Member / Contributing to Team Success:** Role is part of a larger organization – operations, safety, HR, supply, etc. – each person has a part to play to deliver the overall business objectives. Works seamlessly across other Divisions and Departments.
- **Drive / Facilitate Change:** It is important to be able to adopt new ideas, improvements, and good practices; then implement that change in the workplace.
- **Planning and Organization:** Effectively prioritize and plan tasks based on changing demands and needs in a dynamic environment.
- **Maintain Work Standards:** Demands high standards and expectations to drive to a Zero Accident work culture.
- **Focus on Quality:** Production follows safety so implementing high standards and quality Technical Services support will result in improved quality of other deliverables across the organization.

Training and Experience Required:

- Bachelor's degree in Mining Engineering or equivalent is **required**.
- More than 10 years of mining related experience with 5 years of management experience is **required**.
- Experience with budgeting and mine planning.
- Experience in mine planning using DESWIK or other scheduling software's (previous experience with DESWIK will be highly preferred).
- Experience in underground development planning highly preferred.
- Ability to perform the essential functions of the position is required.

Skills and Abilities Preferred:

- Demonstrated safety leadership is **required**.

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- Demonstrated commitment to self-education.
- Excellent written and verbal communication skills.
- Experience in mining and processing requirements and MSHA governance.
- Basic computer operation knowledge.
- Drive for continuous improvement and innovation.

Physical Demands/Work Environment

- Move head and neck repeatedly in up and down, side to side motion at various times throughout shift. Sit and turn head approximately 90 degrees to view driving direction while operating pedals with feet and steering with hands (if applicable).
- Stand, walk, kneel, reach, and/or sit for extended periods of time (up to an entire shift) on concrete, uneven, rock-strewn, wet, snowy, icy, muddy, slick ground or in various lighting while performing duties.
- Use depth perception and peripheral vision continuously during shift.
- Hear, see and smell various kinds of warnings such as audible alarms, voices, hand and light signals, and stench gas (if applicable).
- Wear required protective equipment including; steel toe shoes or boots, safety glasses, hard hat, welding leathers, welding goggles or shield, arc flash protection, fall protection, hearing protection and/or dual hearing protection and if applicable cap lamp, respirator and self-rescuer.
- Perform duties under conditions that may be hazardous including, extreme temperature, high humidity, moving equipment, moving mechanical parts, hot mechanical parts, and equipment traffic; and exposure to fumes, odors, dusts, gases, liquids, greases, and mists.
- Ability to read and write instructions and communicate information in one-on-one and group situations.
- This position requires the ability to regularly walk over uneven, sloped, rocky, wet or icy ground and the ability to lift 25 or more pounds consistently and safely.
- Shift work and irregular hours may be required.

Candidates from recruiting/staffing firms will not be accepted at this time.

Bunker Hill promotes a drug/alcohol-free work environment through mandatory pre-employment drug testing. To be considered for this position, please forward your resume to: hr@bunkerhillmining.com.