



MERCATOR MINERALS

MINERAL PARK MINE

Mercator Mineral Park

Health and Safety Technician

Department: Administration
FLSA Status: Non-Exempt
Grade/Level: Salary
Work Schedule:
M - F 7am to 3 pm

Job Status: Full Time
Reports To: Health & Safety Manager
Amount of Travel Required: No travel required
Positions Supervised:
None

POSITION SUMMARY

Implement and conduct evaluation of programs designed to limit chemical, physical, biological, and ergonomic risks to workers.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Maintain all required records and documentation.
- Supply, operate, and maintain personal protective equipment.
- Verify that safety equipment such as hearing protection and respirators is available to employees, and monitor their use of such equipment to ensure proper fit and use.
- Prepare and review specifications and orders for the purchase of safety equipment, ensuring that proper features are present and that items conform to health and safety standards.
- Conduct fire drills, and inspect fire suppression systems and portable fire systems to ensure that they are in working order.
- Review records and reports concerning laboratory results, staffing, floor plans, fire inspections, and sanitation in order to gather information for the development and enforcement of safety activities.
- Plan emergency response drills.
- Help direct rescue and firefighting operations in the event of a fire or an explosion.
- Perform various training requirements such as, but not limited to: First Aid, CPR, MSHA New Hire, Annual Refresher, fire extinguisher, and site specific.
- Perform walk-around of work areas to ensure compliance with MSHA regulations.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.

- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Persuasive - Ability to influence others to change position or to adopt a specific point of view.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Team Builder - Ability to convince a group of people to work toward a goal.

SKILLS & ABILITIES

Education : High School Graduate or General Education Degree (GED)

Experience : Two to four years directly related safety mining experience

Computer Skills: Microsoft Applications

Certificates & Licenses: Certified MSHA Instructor

Other Requirements

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (Baseline Hearing Test)

Sense of Smell

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (and (minimal: earplugs, respirator, faceshield))

WORK ENVIRONMENT

Surface Mine- in office and around mine site

Prepared by: _____ Date: _____
Approval Signature: _____ Date: _____
Approval: _____
Approval: _____
Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.