

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.  
POSITION DESCRIPTION**

**POSITION TITLE:** Shifter

**JOB CODE :** 032204

**DATE PREPARED :** July 17, 1992

**Revised:** December 13, 1993

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**SUMMARY STATEMENT**

The incumbent supervises mining crews in addition to proficiently performing the duties of a miner.

**DIMENSIONS**

The incumbent reports to an exempt supervisor and supervises mining crews.

**NATURE AND SCOPE**

1. Coordinates mining, construction, and support of experimenters. Responsible for underground and surface personnel. Performs all duties in compliance with Company environment, safety, and health requirements;
2. Supports sundry crafts underground;
3. Receives direction from management; consults with the survey party chief;
4. Orders stock supplies, disposes equipment, and schedules transport;
5. Assures equipment is maintained and repaired;
6. Conducts safety meetings, evaluates safety performance, assures a safe workplace with a salutary environment, consults radiation monitors if necessary, and assures that protective gear is adequate;
7. Provides an advancement/production tally;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking in underground tunnels on uneven terrain throughout work shift, up to two to three miles per shift depending upon work location;
2. Frequent lifting/carrying tools/equipment/supplies up to 25 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds;
3. Constant pushing/pulling using both hands/arms exerting a force between 10 and 75 pounds moving/operating heavy equipment;
4. Occasional climbing ladders downshaft to work area or climbing on equipment/scaffolding;
5. Constant bending/twisting at waist/knees/neck and working in awkward position throughout work shift.

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6. Occasional kneeling/crouching/crawling throughout work shift may be required;
7. Constant use of both hands/arms reaching/grasping/gripping while utilizing hand/power tools/equipment; worker subject to vibration from use of sinking hammer, jackhammers, and power tools/equipment;
8. Constant use of sight required; excellent hand/eye/foot coordination is necessary in use of power tools; depth perception and peripheral vision are required to maintain safe work environment; visual acuity in near-, mid-, and far-range is required to perform job duties safely/accurately;
9. Constant use of speech/hearing abilities communicating with coworkers/supervisors and maintaining a safe work environment;
10. Frequent working in awkward positions and confined work spaces; working with arms extended overhead for prolonged periods of time; occasional jumping may be required.

### **Mental**

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;
9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;
10. Must be able to read/write/speak English.

### **WORKING CONDITIONS AND EQUIPMENT USED**

Work is mostly performed underground in tunnels/downshafts.

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**Tools & Equipment Used:** Hand/power tools, two-way radio, drill jumbos, jacklegs, tunnel boring machines, Alpine Miners, jackhammers, spaders, sinking hammers, wire mesh, shotcrete equipment, pumping equipment, conveyors, hoses, and other equipment as needed. Safety equipment includes hard hat, flashlight, emergency air pack, safety glasses, safety belt, steel-toed safety shoes, eye/hearing protection, and respirator.

### **REQUIRED TRAINING AND WORK EXPERIENCE**

Two years of underground mining experience is required. Some supervisory experience is desirable. Equivalent experience will be accepted in underground supervision of drilling/mucking/blasting/timbering classification.

### **OTHER SPECIAL QUALIFICATIONS**

Valid driver's license required. Must be fitted/qualified for a respirator.