

# MINE OPERATIONS SUPERVISOR, MANAGER AND SUPERINTENDENT

## ABOUT THIS JOB

Mine Operations Supervisors, Managers and Superintendents directly supervise and coordinate all activities of mine workers. Qualified candidates for these positions have direct leadership experience, extensive experience managing employees, know how to develop and implement ideas, and are committed to supporting employees in their professional development. In addition, there will be managers or supervisors in every department at the mine (Administration, Community Relations, Engineering, Environmental, Geology, Health and Safety, Human Resources, Maintenance, Mill Operations and Surface Operations).

## MINE OPERATIONS SUPERVISORS, MANAGERS AND SUPERINTENDENTS PERFORM THE FOLLOWING TASKS:

- Examine and inspect work progress, equipment and mine sites to verify safety and ensure specifications are met
- Read specifications, such as blueprints, to determine requirements or plan procedures
- Estimate material or worker requirements to complete jobs
- Supervise, coordinate or schedule the activities of mine workers
- Confer with managerial or technical personnel, and other departments or contractors to resolve problems or to coordinate activities
- Coordinate work activities with other project activities
- Order or requisition materials or supplies
- Locate, measure and mark site locations or placement of structures or equipment
- Record information such as personnel, production or operational data on specified forms or reports
- Assign work to employees based on material or requirements of specific jobs
- Write reports and provide information to managers at other locations within the company

## PREPARATION AND TRAINING FOR THIS POSITION

The minimum requirements for supervisor positions are a high school diploma or GED, however, most supervisors have technical training in vocational schools and extensive on-the-job experience. Many also hold bachelor's degrees in a related field. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, safety, and coordination of people and resources are required.



## EDUCATION:

- \* **HIGH SCHOOL DIPLOMA OR GED**
- \* **BACHELOR'S DEGREE**

