

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

POSITION TITLE: Tunnel Walker

JOB CODE : 051405

DATE PREPARED : October 1, 1989

Revised: October 10, 1994

SUMMARY STATEMENT

The Tunnel Walker supervises and coordinates underground tunneling, shaft operations, and cavity excavation work in encased holes during a designated shift.

DIMENSIONS

The incumbent has primary impact upon the operating budget. The incumbent may have direct supervisory responsibility for up to 50 nonexempt employees. This position reports to an Operating Superintendent or other supervisory official.

NATURE AND SCOPE

1. Plans, supervises, and coordinates underground operations during a designated shift;
2. Directs the work efforts of Miners and related crafts engaged in tunneling or shaft operations through subordinate foremen;
3. Ensures the quality of work performed is in accordance with established safety and mining standards and that manpower and equipment are efficiently and economically used;
4. Establishes work procedures and adjusts priorities to meet operational schedules;
5. Makes appropriate recommendations as to materials, equipment, and manpower requirements;
6. Consults with engineering personnel and user representatives on difficult and unusual problems;
7. Promotes good labor-management relations and ensures adherence to applicable collective bargaining agreements;
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. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

Tunnel Walker

6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains close contact with field operations personnel and user agency representatives in coordinating and resolving operational requirements.

WORKING CONDITIONS

The incumbent may be exposed to disagreeable weather conditions and underground working hazards, including possible exposure to radiation.

REQUIRED WORK EXPERIENCE

This position requires eight years of mining experience which have provided a thorough working knowledge of all phases of underground excavation methods and techniques, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation or equivalent.

Tunnel Walker

OTHER SPECIAL QUALIFICATIONS

None.