REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Hoist Operator
JOB CODE: 031539, 036539
DATE PREPARED: July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates shaft hoist to transport personnel, equipment, material, and excavated material.

DIMENSIONS

The incumbent reports to an Operator Foreman, general foreman, shifter, or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates electric powered shaft hoist to convey personnel, equipment, material, and excavated material;

2. Complies with all shaft hoist safety regulations/procedures including inspection and maintenance of wire rope, braking system, Lilly Controller (over travel limits and overspeed protection device), indicators, signaling devices (bells), head frames, and sheaves;

3. Completes the shaft hoist operator's log and assists with entries and completion of daily, weekly, monthly, and annual logs/inspections;

4. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

5. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking to/from console;

2. Frequent sitting on stool with back support while operating shaft hoist;

3. Occasional lifting/carrying materials/equipment up to one to ten pounds;

4. Frequent to constant pushing/pulling levers/controls exerting one to ten pounds of force;

5. Occasional bending/twisting at waist/knees/neck while operating shaft hoist;

6. Constant use of both hands/arms reaching/grasping/gripping while operating shaft hoist hand levers.

7. Constant use of sight/hearing abilities with visual acuity of near-, mid-, and far-range, color/depth perception, peripheral vision, hand/eye/foot coordination, and visually monitoring potential dangers to shaft hoist operation;

8. Frequent use of speech/abilities while communicating with coworkers/supervisors, listening for alarm bells, and identifying malfunctions in shaft hoist equipment.
Hoist Operator

Mental

1. Good verbal communication skill is required for routine exchanges of information, communicating with coworkers/supervisors, and giving/receiving instructions;

2. Must be able to read/write/speak English;

3. Constant alertness and attention to detail required to avoid serious consequences of error, injury, and potential hazards;

4. Must be able to perform constant repetitive cycle of work operation while moving materials/personnel up/down shaft;

5. Must be able to work restricted or irregular working hours.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in shaft hoist vehicle cab.

Tools & Equipment Used: Shaft hoist, two-way radio, and other equipment as needed. Safety equipment includes hard hat, safety glasses, safety belt, and steel-toed safety shoes.

REQUIRED TRAINING AND WORK EXPERIENCE

Completion of a recognized apprentice program or one year of work experience as a Shaft Hoist Operator is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required; must pass Class "A" driver's test. The incumbent must be 21 years of age or older. Certification is contingent upon qualifications, orientation/certification by an Occupational Safety Professional and a qualified operator, and upon passing through initial/annual physical examinations. Due to limited/intermittent task requirements, capability to operate other surface/underground equipment is desired. Forklift certification required.