

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

**POSITION TITLE:** Hoist Operator

**JOB CODE :** 031539, 036539

**DATE PREPARED :** July 21, 1992

**Revised:** December 13, 1993

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**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**

<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. 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.