

Job Title:	Operations	Reports To:	Lead Operations
Department/Group:		Job Code/ Req#:	
Location:	Various	Travel Required:	Yes - vehicles
Level/Salary Range:		Position Type:	Full Time / Part Time/Temporary
Job Description			
<p>Role and Responsibilities</p> <ul style="list-style-type: none"> • General site housekeeping & maintenance • Computer use & repair • Populating & Depopulating BBAC's • Truck, Skidsteer & UTV operation & inspection • Hashboard replacement • Miner repairs, troubleshooting & maintenance • Changing / cleaning filters • Spotting for & moving equipment amongst the site • Rolling up and taking down BBAC skirts • Lifting & safe handling of equipment • Site and equipment inspection • Testing of equipment / parts in tech shop such as fans, GPI's , PSU's monitor boards • Site security and monitoring all camera's, ensuring locks are on gates and signage up and visible • Keeping entrances clear of snow, ice • Inventory • Network & Server upgrades as required, along with system integrity checks • Documenting any changes or incidents such as weather, equipment or security checks / failures <p>Safety Responsibilities:</p> <ul style="list-style-type: none"> • Complying with safety policies, work instructions and regulatory requirements • Working in a safe manner that will protect themselves, co-workers and the public • Arriving fit for duty so that assigned duties are completed in a safe manner • Refusing to work in or near an unsafe condition, or performing any hazardous task without proper training or equipment • Operating equipment, as authorized to do so • Properly using and caring for personal protective equipment provided • Participating in company training programs • Completing pre-use safety inspections of vehicles, tools and equipment • Knowing the location and operation of emergency equipment and what do in the event of an emergency. • Immediately reporting all suspicious behavior injuries, hazards and incidents to supervision / management • Assisting in emergency response and investigations, as requested • Know employee rights according to OH&S legislation • Are not subject to or involved in any violence or harassment in the workplace • Competent in all job tasks • Follow applicable safety management systems, as required • Ensure the office is properly secured at the end of a shift or break • Ensure valuable items, such as a laptop are not left in unattended areas 			

Safety Hazards

- Pinch points
- Scrapes, cuts
- Burns
- Repetitive strains or motions
- Line of fire
- Heavy lifting
- Electrocution, fire or explosions
- Equipment Collisions
- Working at heights (if ladders are required)
- Spills
- Wildlife encounters
- Arc Flash

Health Hazards

- Virus' (COVID-19), other communicable disease, flus
- Dust & fumes
- Carcinogenic agents
- Stress, fatigue
- Chemical inhalation / usage
- Burns or skin irritations
- Heat stroke or dehydration
- Loud noises

Training Requirements & Experience:

- Knowledge of computers and programs (Microsoft office)
- Driver's license, 1 year of UTV & Bobcat usage
- Previous experience with heavy equipment usage
- Be in good physical working condition, lift up to 50 lbs
- WHMIS
- First Aid Training
- Lock out Tag out
- Arc Flash Training
- Fatigue management training

Created by Halo Safety Management Ltd. April 2021

Resumes can be sent to hr@hut8mining.com with the subject line
North Bay Employment