



## Assistant Shift Foreman

**FLSA CLASSIFICATION:** Exempt  
**GRADE ASSIGNMENT:** EX10  
**JOB LOCATION:** Leer South Mining Complex, Philippi, WV

### OVERALL JOB PURPOSE:

Assist the Shift Foreman/Mine Foreman in the development and supervision of the Underground mine, and be responsible for the general operation of the mine in the absence of the Shift Foreman/Mine Foreman, supervise the Section Foreman and hourly personnel in the extraction of coal. Supervise construction activities, contract construction foreman, and crew leaders. Be responsible for the health and safety of all personnel working under his supervision.

### RESPONSIBILITIES INCLUDE:

- Assign work to be performed and direct contract construction foreman and hourly workforce in the performance of their assigned duties
- Coordinate all construction work for assigned shift
- Visit construction sites and assure that work is being performed in a safe and timely manner
- Enforce safety regulations in accordance with company policy, State, and Federal laws
- Actively support and promote the Behavior Based Safety Process at Leer
- Maintain an effective working relationship with construction foreman and construction crews with leadership direction and a responsive attitude
- Examine area of travel checking for hazardous conditions - assure that these conditions are corrected and the safety of the mine is maintained
- Communicate to his supervisors any and all conditions and relative information that would help them in the performance of their duties
- Responsible for all activities taking place in the operation of the mine during the shift in the absence of the Shift Foreman
- Examine daily requirements for manpower and supplies
- Plan and take corrective action to control water underground
- Ensure that escape ways, intake airways, and return airways are examined and records maintained in accordance with regulations

### PREFERRED EDUCATION, CERTIFICATIONS, EXPERIENCE, AND SKILLS:

- Minimum of High School diploma or GED equivalent
- Extensive and diverse underground coal mining experience [7+ years of experience]
- Thorough knowledge of State and Federal Mining Laws
- Previous proven underground supervisory experience
- Excellent interpersonal and verbal and written communication skills
- Excellent problem solving skills, and the knowledge and ability to make decisions relative to safety, production, maintenance, and law
- The ability to successfully supervise and motivate the workforce
- Basic computer skills
- WV Mine Foreman Certification
- EMT-M and Dust Certification preferred

**POSITION WILL REPORT TO:** Shift Supervisor & General Mine Foreman

**Internal candidates can express their interest by contacting Kerri McDaniel / Rox Wooden directly via email or in person**

Qualified candidates interested in this position can apply online at <https://wolfrun.aaimtrack.com>