



**Position:** Sample Preparation Technician x 2

**Location:** Matheson, Ontario (Black Fox Mill)

**Job Category:** Full Time – Permanent

**Job Summary:**

Primary responsibility of a Sample Preparation Technician is to perform sample preparation of underground drill core, chips and muck samples as well as other duties given by the Shift Crew Leader during the course of a shift.

**Primary Responsibilities Include:**

- Log in underground samples (Drill Core, Muck, Chip, Test Hole samples).
- Notify Lead Assayer (or designate) of any extra or missing samples compared with sample submittal sheets.

**Sample Preparation duties include:**

- Sample Receiving, Organizing and drying of samples, labeling sample bags as per sample tags.
- Crushing, splitting, pulverizing samples.
- Ensures all equipment related to Sample Prep is in good working order and notifies Lead Assayer of any concerns, equipment failures and/or deviations.
- Perform Screen tests on pulverized product and crushed product at the beginning of shift and when required.
- Replaces jaw plates and cheek plates when particle size requirements are not met.
- Prioritize samples to be prepped as per Lead Assayer.
- Proper sample storage and disposal of pulps and rejects.
- Accurately recording/documenting sample tags with sample bags.
- Assists in weighing/ mixing samples under supervision or when signed off to do so (when needed).
- Other duties as assigned by Lead Assayer, and Chief Assayer

**Qualifications and Skills Requirement:**

- Minimum 1-year previous assay experience.
- Follows all laboratory procedures according to SOP's while wearing ALL appropriate PPE.
- Must be fit to work.
- Must work safely independently and in a team environment.
- Work safely and positively with a team of professionals and technical personnel in a changing, creative and energetic environment.



**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

Type, sit at desk, climb stairs, work in hot and cold outdoor environment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works with a computer and may sit for extended periods of time. The employee is also expected to walk short distances and climb stairs. The work environment may be loud, damp and hot and/or cold.

**Statement of Job Description:**

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.