

JOB PROFILE

POSITION SUMMARY	
Position Title:	Chief Surveyor
Site:	Bomboré Gold Project
Department:	Mine Technical Services
Section:	Mine Survey
Reporting to:	Mine Technical Services Manager
Date:	01 March 2021
PURPOSE / OBJECTIVE	
Reporting to the Mine Technical Services Manager, the Chief Surveyor is responsible for the completion of all Survey tasks throughout all areas of the Bomboré site to ensure all spatial activities are either controlled or captured to the acceptable level of accuracy.	
DIMENSIONS	
The Surveyor is accountable for: <ul style="list-style-type: none"> • managing five (5) direct report • supervising fifteen (15) indirect reports 	
KEY ACCOUNTABILITIES	
<p>General</p> <ul style="list-style-type: none"> • Direct the crew through GPS and transfer the mineral ore digging plan to the ground for ore selection and mining. • Develop an understanding and working knowledge of the Surpac Software. • Competent use of Trimble equipment • Underground surveys as required (lines, grades, pickups, pay and end of month measurements). • Carry out all necessary computations with survey work and report in a timely manner. • Maintain a station control register and complete the station control checks. • Pegging and picking up of berms, ramps, and toes to ensure the mining is to design. • Pegging and picking up of waste dumps and stockpiles to ensure they are built to design. • Survey of all ROM Pad and ore stockpiles at month end. • Pegging of haul roads. • Mark out and pickup of exploration drilling. • Surveying and updating topographical plans of haul roads, dumps, buildings, and other surface features. • Underground station establishing, check traversing and computation of the check traverses. • Establishing and distribution of plans for new heading orientations. • Carry out CMS cavity monitoring, downloading of the data, processing, and reporting of the results. • Carry out down hole, maxibore surveys, downloading of the data, processing, and reporting of the results. • Establish grade and alignment of development headings using Lasers. <p>Compliance / Quality Control:</p> <ul style="list-style-type: none"> • Promote and adhere to appropriate internal methodologies, policies, procedures, and standards. • Consistently maintain a high quality of work across all allocated functions. <p>Reporting</p> <ul style="list-style-type: none"> • Assist in developing and preparing the monthly End of Month reports on material movement and all stockpiles quantified. 	

- Assist in the preparation of plans and drawings for various regulatory bodies (ie Mine plans, accident investigation plans, etc)

Contractor Management

- Ensure required documentation is obtained from contractors including but not limited to, procedures, certificates of competency, licenses, permits, certificates of calibration or testing, (MSDS) etc.
- Ensure contractors complete required general & work area inductions associated with their scope of contracted work.
- Coordinate regular (Quarterly) performance monitoring meetings to discuss Safety and Environmental issues, work performance to date and upcoming scheduled activities.
- Conduct regular monitoring, assessment and review of contractor performance in the field and maintain relevant records e.g. inspections, behaviour observations, audits etc).
- Manage the analytical contract for the site.
- Manage the contracts for the support and development of site software programs.
- Manage the contract for QA/QC.

Safety Management:

- Demonstrate personal commitment in regard to safety and environmental and Social Responsibility practices.
- Ensure that agreed procedures, safeguards and controls are applied and used.
- Ensure all activities are conducted safely and in accordance with Company standards and procedures
- Ensure hazard management plans are observed.
- Keep statutory and internal reporting as required.
- Active participation to the Health & Safety Committee.

The duties and responsibilities listed above are representative of the nature and level of work assigned and not necessarily all inclusive.

KEY PERFORMANCE INDICATORS**Safety**

- *Meet required monthly safety submissions.*
 - 4 per month documented safety interactions.
 - 4 per month documented near miss incident reports.
 - 1 per month documented Hazard identification reports.
 - 1 per month documented planned task observations.
 - 1 per month documented planned inspections.
 - *Ensure direct reports achieve their monthly safety submissions.*
- *Rectify 100% of "A" class safety hazards on the same day.*

All In Sustaining Costs (AISC)

- Zero (0) unplanned absenteeism per month
- 100% punctuality
- Generate and share one cost saving idea/initiative per quarter with supervisor.

Production

- Achieve X accuracy in providing input for all spatial controls.
- Clearly document the volume of the mine is documented by 2nd of every month.
- Ensure 100% designs adherence by the operators.
- *Identify continuous improvement opportunities in procedures and practices.*
- Achieve 100% accuracy for the survey and valuation functions of the Mine.
- Conduct validity of data for 100% accuracy and consistency.
- Conduct assessment and review of contractor performance every 3 months.

Cashflow

- *Control monthly expenditure to within the agreed budget.*
- *Complete capital projects on time and within budget.*

CONSTRAINTS, FRAMEWORKS & BOUNDARIES

The Surveyor must do the following:

- Systems improvements with drilling, Survey contractors, mine operators, mine foreman, geotechnical, geology (including mining, exploration, and resource definition), mine planning, process plant, project, environmental, and general contract personnel.
- Operating practices that will maximize accuracy and minimize loss to any project or task requiring Survey contribution.
- Practices that will minimize costs in survey to ensure that the annual operating budget is achieved.

CHALLENGES

- Liaise with all operation personnel to ensure the adequate survey control is in place.

WORKING CONDITIONS/ENVIRONMENT

- Roster: 7 weeks in, 3 weeks out
- Hours: 10 hours
- Location: Bomboré Mine site

WORKING RELATIONSHIPS

Internal

- Senior Mine Surveyor
- Mine Engineering teams
- Ore Control team
- Mine Operations team
- Resource Development team
- Process Plant team
- Environmental team

External

- Mining Contractors

SKILLS, KNOWLEDGE & EXPERIENCE

Education:

- Bachelor's degree or Advanced Diploma in Survey at a recognized tertiary institution

Relevant experience:

- A minimum of five (5) years surface mine Survey experience,
- Proficient in the use of mine design and survey software including E.G. Spectrum Survey Office, Carlson Surveyor + GPS, Trimble Optron, Surpac
- French language skills are desirable.
- Experience in a developing country with a preference for West African experience.
- Experience working in multicultural environment.
- Able to communicate effectively at all levels of the organisation and build effective relationships and networks.
- Possesses strong training and mentoring skills with the ability to develop an effective team.
- Strong analytical and problem-solving skills.
- Ability to respond to a changing work environment.
- The ability to manage multiple projects and tasks at the same time.
- A reputation for integrity and ethics.

ORGANISATION STRUCTURE (CHART)

