

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Gem Mining Supervisor
Department: Parks & Recreation
Revised : March 2010

Class : Paraprofessional
FLSA : Non-exempt

This job description supersedes any prior description for the Gem Mining Supervisor classification.

GENERAL DESCRIPTION

Responsible supervisory work in the planning, supervision, and participation in the operation of the Gem Mine and related areas. Locates and inspects rough stone, minerals, rocks, and other items for quality prior to purchasing them for resale. Supervision is given to a staff of part-time employees and supervision is received from the Parks and Recreation Director.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, supervises, and participates in the general operations of the Gem Mine including locating raw materials such as minerals, rocks, and cut gem stones needed for resale in the Gem Mine Rock Shop and sluice line.

Researches advertisements and the internet to locate the best sources to purchase gems from; travels to gem and jewelry shows to locate gems for resale.

Inspects rough stones for quality and negotiates a price for the quality of goods to be purchased.

Cuts gems out of stone and sets stones in jewelry as requested by the customer.

Develops and conducts educational programs for school age children and promotes this program with the schools.

Trains, coordinates, and schedules staff to assure continued operation of the Gem Mine.

Assists in planning the operating hours of the Gem Mine to accommodate park guests and to optimize costs.

Coordinates and participates in the construction, repair, and maintenance of the Gem Mine facilities.

Maintains a variety of reports and records concerning Gem Mine operations.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of gem stones and related materials in order to identify them by sight, texture, or testing.

Thorough knowledge of the use of rocks and minerals in the gem stone industry.

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Thorough knowledge of the practices, procedures, and facilities related to the operation of a gem mine and sluice lines in a public sector environment.

Working knowledge of metric and standard measurements.

Working knowledge of the construction, repair, and maintenance of the Gem Mine related facilities and sluice lines.

Ability to plan, prepare, supervise and participate in a variety of relevant activities including operation of a cash register, breaking and grading gem rocks and materials, and turning rough stones into finished gems.

Ability to operate various machinery used in the cutting and processing of stones into finished gems.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with employees and the general public.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping and lifting weights of approximately 65 lbs. or less unassisted and weights over 65 lbs. with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

High school diploma, certification in Gemology from the Gemology Institute of America, and one to two years of experience working with the public or in the gem mining industry; or an equivalent combination of education and experience. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**