



Mine Maintenance Scheduler

Copper Mountain Mine is a large scale open pit copper mine located in south central British Columbia. The mine has evolved into a mature and highly efficient operation with a long term mine plan and significant opportunity for mine life extension. If you like to work with people in a working environment to deliver results, and you enjoy an active outdoor lifestyle with easy access to city life, this could be your opportunity.

This position schedules maintenance activities for the Mine Maintenance team. Responsibilities include creating short-term & long-term schedules, general data entry and record keeping for various meetings. The incumbent will be dealing with the internal maintenance team, procurement team, and external vendors.

Technical Skills and Knowledge

- Show initiative to analyze and solve problems
- Able to create short-term and long-term mobile equipment maintenance schedule, in a timely manner
- Accurate data entry
- Detailed and accurate record taking and keeping
- Confirm all required paperwork is correct and complete when submitted
- Liaising with service providers and the Maintenance Team
- Ability to facilitate and schedule major work and maintenance on rental equipment.
- Knowledge of mobile mining equipment an asset
- Familiar with maintenance management and inventory control programs an asset
- Good computer skills and an ability to learn and adapt to new software quickly
- Proficient in Microsoft Office software: Word and Excel
- A working knowledge of Maximo database an asset
- Knowledge of mechanical and maintenance terminology an asset

Other Skills and Abilities

- Strong organizational, prioritization, and time management skills
- Able to work efficiently and in a safe manner without supervision
- Ability to work collaboratively with other team members in a positive manner
- Possess good verbal communication skills and interpersonal skills
- Excellent written communication skills with good spelling and grammar skills
- Must work well in a fast-paced, dynamic environment and possess a strong work ethic.

Pay and Benefits

CMM offers a competitive wage, comprehensive benefit package and RRSP contributions for retirement planning. This position works Monday to Friday (5x2).

This is not a camp operation and therefore the successful candidate will be required to relocate to the area or travel and accommodation will be the responsibility of the successful applicant.

All qualified persons are invited to apply; **applicants must be legally entitled to work in Canada.**

You will be required to participate in a pre-employment drug & alcohol screening and a medical.

Send resume outlining related qualifications to hr@cumtnop.com in either word or pdf format. We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Copper Mountain Mine respects the privacy of all applicants and the confidentiality of personal information.