



INTERNAL JOB POSTING

Mine Maintenance

NUMBER:	2022-081
JOB TITLE:	Mine Maintenance Planner
NUMBER OF POSITIONS:	1
EMPLOYMENT TYPE:	Permanent, Full Time
WORK SCHEDULE:	5/2, Monday to Friday

JOB SUMMARY:

Reporting to the Superintendent, Mine Maintenance, the Mine Maintenance Planner is responsible for daily, short- and long-term planning including forecasting long term component replacement with labor and materials sufficient to complete the work in the most efficient and cost effective manner. The activities will be aligned with the mine plan and other operational requirements.

RESPONSIBILITIES:

- Works with the Mine Maintenance team on any budget and capital costs,
- Collaborates with the Supply Chain team to ensure the required parts are ordered, kitted, and staged as per planned completion dates,
- Plans, organizes, and implements effective maintenance policies/procedures within the Maintenance department,
- Upkeeps equipment repair and maintenance history records,
- Ensures coordination between Mine Operations and Maintenance crews,
- Develops and documents time estimates as it relates to preventative maintenance, backlog repairs, and outages to optimize resource allocation.

EDUCATION AND EXPERIENCE:

- Diploma in Mechanical Engineering Technology or equivalent,
- Red Seal Heavy Duty Technician Certificate,
- Minimum of five (5) years related planning experience in heavy industry with mobile mining equipment,
- Proficient user of Microsoft Office Suite, including Word, Excel, and Outlook,
- Previous mobile equipment planning experience is an asset,
- Possess a valid Class 5/7N British Columbia driver's license and have access to personal transportation.

QUALIFICATIONS:

- Excellent oral and written communication skills with the ability to present facts clearly,
- Show initiative to analyze and solve problems,
- Demonstrate mechanical aptitude and understanding of preventative maintenance,
- Ability to comprehend and interpret operations and repair manuals,
- Knowledge of mobile mining equipment is considered an asset,
- A working knowledge of Microsoft Project and Maximo is considered an asset,
- Ability to learn and adapt to new software quickly,
- Strong organizational, prioritization, and time management skills,
- Ability to work collaboratively with other team members in a positive manner,

COMPENSATION: Commensurate with credentials and experience.

POSTING DATE: June 16, 2022

CLOSING DATE: June 29, 2022

Please submit the posting application directly to Tatiana Sumina, Senior HR Advisor, at humanresources@cumtn.com.

**Posting Application forms are found on the Common Data (H: Drive) under Human Resources.
Please check with your supervisor for a form.**