

July 08, 2022

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## **Supervisor, Mine Operations**

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### **Position**

Supervisor, Mine Operations

### **Summary**

Reporting to the Senior Supervisor, Mine Operations, the Supervisor, Mine Operations provides full oversight of day-to-day mine operations, including providing work assignments/direction, time tracking, administration, and providing support through good communication and feedback to crew/team members. Ensuring mine operations are conducted safely, ensuring maximum production at minimum cost.

### **Responsibilities**

- Demonstrates a safe work environment, ensuring maximum production compliance with CMM's Health, Safety, and Environmental Programs and the BC Mines Act,
- Ensures that all direct employees are competent and perform their job functions safely and efficiently,
- Scrutinizes daily operating variables to achieve and improve upon production targets,
- Coordinates mine operations to ensure maintenance requirements are met,
- Ensures that production issues and opportunities are addressed through regular communication with internal stakeholders, such as Engineering, Mine Maintenance, Mill Operations, and other site departments,
- Adheres to all health safety, and environmental requirements and regulations,
- Develops an engaged, motivated, and effective operating team through leadership, dialogue, and coaching,
- Enforces adherence to the company policies, standards, and procedures,
- Ensures quality Flash Reports, SLAMs, and Accident/Incident reports are completed in a timely fashion,
- Completes performance evaluations on direct reports and provides regular feedback,
- Promotes consistency between shifts in all aspects of the mine (safety, housekeeping, training, and manpower utilization),
- Performs any other responsibilities related to the Supervisor, Mine Operations role as required or as assigned by the department head.

### **Education & Experience**

- Current BC Shiftboss Certificate,
- Minimum of three to five (3-5) years of experience in a supervisory role,
- High level of proficiency with Microsoft Office productivity suite including experience with computerized control room operating systems,
- Possess a valid Class 5/7N driver's license and have access to personal transportation.

### **Knowledge, Skills, and Abilities**

- Excellent written and verbal communication skills, coupled with exceptional interpersonal skills,
- Competent in filling out forms including transmittals, warehouse vouchers, timecards, expense forms, and investigation forms,
- Must work well in a fast-paced, dynamic environment and possess a strong work ethic,
- Proven management and team-building capabilities and the foresight to recognize and overcome any potential challenges while effectively supervising the hourly staff and independent contractors,
- Able to build and maintain lasting relationships with key business partners, and internal customers,
- Skill in evaluating, training, and motivating employees,
- Required to meet pre-employment testing requirements.

### **Working Conditions**

- Frequent exposure to uncomfortable conditions associated with the work environment such as noise and working in dusty and wet environments,
- Team environment with regularly scheduled and ad-hoc meetings.