

CAREER OPPORTUNITY

At Newmont, people create the value in the metals we mine and are ambassadors in the communities where they live and work. As a team, we foster an environment in support of our People vision, where everyone belongs, thrives and is valued. We have built a diverse and inclusive workplace where our people can bring their differences to support delivering results together. Located in and around the City of Timmins, Ontario, Porcupine has two underground and one open pit mines. A continuous operation for over 100 years that provides a great work-life balance. Employees from diverse backgrounds are empowered through engagement, involvement, and growth opportunities in the workplace. Join us and unearth your potential in a global company that is at the forefront of shaping the future of the mining industry.

Underground Maintenance Coordinator

Timmins, ON

There are two (2) underground maintenance coordinator positions.

Purpose

- The Maintenance Coordinator position will report to the respective Superintendent - Maintenance for Underground Mobile and/or Underground Fixed/Stationary.
- This role will be responsible for coordination of maintenance activities within their respected departments and ensure those activities are carried out on all equipment and assets.
- The role will support the maintenance superintendent with safety, work management process and cost deliverables to achieve maintenance performance targets and improve availability and reliability of assets.
- This role will require close collaboration with the operations teams and all other support groups to ensure that asset downtime is minimized.
- The maintenance coordinator primary responsibility is to ensure a high level of performance of equipment through the consistent application of maintenance procedures, methods and best practices, implementing action plans from full potential to improve both the availability and reliability of equipment.
- Provide technical expertise for the maintenance team as required and identify and coordinate areas for technical training within the team.
- To collaborate with the planning and scheduling team to optimize resources, costs and to assist with the development of scopes of work for repairs required.
- Measures and monitors equipment conditions and maintenance key performance indicators, analyzes trends and audits processes and procedures to identify gaps and implement actions to close gaps.
- Ensure that maintenance employees in their respective work areas are in compliance with all of Newmont and Porcupine Health and Safety policies and the Ontario Occupational Health and Safety Act.
- Ensure maintenance employees are kept informed of safety, production, asset management and cost performance statistics to encourage growth and participation in improvement opportunities. Provide support to all areas on issues that jointly involve safety and production.
- Assist in accident and incident investigations and ensure that recommendations and actions are implemented by agreed upon dates.

Essential Duties

Health and Safety

- Ensure that all work is conducted in a safe manner in compliance with applicable Codes, Company Health and safety policies and Mine regulations
- Promotes the values of fatality risk management in the workplace, ensuring employees receive feedback on safety issues and performance and identify areas for improvement. Follows up on and close out actions in Enablon in a timely manner.
- Responds to emergency situations and unusual maintenance conditions to ensure safety of personnel and limit potential negative impacts on safety, production and costs.
- Responsible for ensuring equipment and maintenance procedures are in compliance with Ontario Occupational Health and Safety Act.
- Responsible for working with maintenance teams to maintain a high standard of housekeeping in all areas of maintenance shops and work areas.
- Promotes and monitors incident reporting and accident investigations and that corrective measures are implemented in a timely manner.
- Participates in the development of Health and safety action plans and conducts random safety tours. Ensures adequate and timely follow-up of identified issues and action items.
- Attends required safety meetings and participates in the morning safety huddles
- Work collaboratively with Joint Health and Safety Committee

Asset Management

- Coordinate and implement mobile maintenance strategies, systems and standards for site to reduce risk and variation.
- Support the successful implementation of the work management process and ensure consistency across the departmental teams.
- Report performance of the team using key performance indicators, with emphasis on continuous improvement and trend analysis.
- Stay abreast of current advances in applications of technology to asset management.
- Oversee the installation/maintenance of all mobile equipment ensure comply with corporate standards and specifications and all relevant legislative requirements
- Review technical documentation such as STP's, strategies to ensure aligned with current standards
- Develop maintenance reports to assess maintenance performance and provide information to operational teams
- Perform quality assurance steps for repairs to identify areas of opportunity for improvement
- Contribute to the development, implementation and execution of maintenance procedures and processes to optimize maintenance efficiency and reduce equipment downtime
- Be fully experienced in CMMS – Computerized Maintenance Management System
- Understand world class standards from a maintainability and reliability point of view
- Ensure contractors are in compliance and working within the site contractor management program
- Coordinates with maintenance team on conditioned based monitoring results to ensure actions are created and executed to prolong equipment life cycle
- Tracks and inspects PCR's and provides weekly reports on progress to schedule
- Contributes to the analysis of failures and problems, recommending corrective actions

- Liaison with reliability team and assist with analysis recurring problems and propose solutions to improve equipment reliability.

Strategic Planning

- Liaise with operations department to ensure maintenance activities enhance the efficiency and cost effectiveness of operations and site business plan
- Coordinate with operations teams to obtain feedback on equipment conditions and production constraints to ensure compliance to schedule
- Support and contribute to the activities of the Planning and reliability teams
- Provide input in Budgeting and Forecasting process and then operate successfully within budget.
- Maintain a strong focus on cost control.
- Develop business cases and IRP's for required spend whether budgeted or unbudgeted.
- Support the development and action completion on PCR post mortems
- Support the completion of actions within the full potential workbooks

Training & Experience

- University degree in mechanical engineering or certified journeyperson electrician or millwright or combination of relevant education and experience.
- 5-10 years of supervisory experience in an heavy industrial setting
- 5-10 years of asset management and maintenance experience and a proven successful track record in heavy industry or mining maintenance.
- Society of Maintenance and Reliability Professionals (SMRP) certification or Maintenance Management Professional certification would be an asset.
- Demonstrated competency in electrical and mechanical safety programs
- Project management experience is an asset.
- CMMS and SAP experience is considered an asset

Working Conditions

- This is a site-based position supporting our underground operation in Timmins, ON
- The schedule is 5x5x4

We understand no candidate will meet every single desired qualification. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you!

As an equal opportunity employer, Newmont is committed to diversity, inclusion and accessibility. Accommodation is available on request for candidates taking part in all aspects of the selection process.

How to Apply

Please send a copy of your resume to FNPorcupineHR@newmont.com and include Requisition ID **34023** in the subject line. Optional: Please identify which community you associate with.

As an equal opportunity employer, Newmont is committed to diversity, inclusion, and accessibility. We encourage all qualified candidates to apply. Accommodations are available on request for candidates taking part in all aspects of the selection process. All properties owned by Porcupine Operations are now Tobacco Free. This includes but is not limited to all buildings, parking lots, vehicles, the surrounding wooded area, roadways, tailings, rehabilitated sites, etc.