

Maintenance Supervisor

Posting Number: 013 - 2019

Job Classification: Salary Position

Job Position: Maintenance Supervisor

Hours of Work: Flexible, must be willing to work extra hours as required by production and shipping requirements.

Job Description:

Reporting to the Maintenance Manager, this position plays a key role in the safe and productive operation of the maintenance workforce. Specific responsibilities include:

- Assume responsibility for enforcement of policies, regulations and work procedures, especially as related to safe work practices
- Administer Impact Benefit Agreements, safety, mine and environmental regulations in a manner consistent with policies and procedures
- Maintain a working knowledge of all policies, regulations and procedures which apply to the maintenance department
- Maintain in strict confidence all private discussions held between members of the management team
- Act in a manner that demonstrates respect for the Company, its facilities and equipment, and most importantly its employees, at all times
- Understand production processes and liaise with other supervisors and engineers in coordination maintenance activities in an efficient manner
- Work with the Trainer and HSE positions to ensure full application of the company's employment and training practices
- Ensure all employees have reviewed weekly safety toolbox talks
- Carry out projects as requested by the Maintenance Manager and/or Mine Manager.
- Conduct incident investigations as required, follow up with appropriate corrective action.
- Oversee contractors working with the maintenance department
- Ensure that maintenance tracking systems are used to full potential to ensure maximum utilization of all equipment
- Ensure workforce is performing efficiently
- Work with HR and Maintenance Manager to resolve any performance or behavior issues
- Maintain working knowledge of MERP and assume responsibilities specific to the position
- Ensure workforce is performing efficiently

Qualifications:

Specific qualifications include:

- Minimum of 5 years' experience in a mining, quarrying, or comparable work environment as a manager, supervisor, trainer, tradesperson or planner.
- Possess or be able to obtain within 6 months of hire a BC Shift Boss certificate.
- Trades certificate or a combination of industry knowledge and experience may be considered.
- Strong knowledge of engineering concepts, including electrical, hydraulic and mechanical systems.
- Ability to interpret blueprints, specification and schematics
- Proven ability to maintain accurate attendance and purchasing records utilizing computer software for time keeping/payroll and accounting departments.

- Proficient in Microsoft Office (Word, Excel, PowerPoint). Oracle, TMT and Coupa experience considered an asset.

Physical Requirements:

Must be able to climb ladders and work at heights associated with conveyors and plant.

Training:

Training will be the responsibility of the Maintenance Manager and will be specific to the Supervisor's needs. This may include off-site supervision courses and employment practices training.

Orca Sand & Gravel offers competitive compensation as well as medical/dental benefits

Interested Candidates may apply by dropping off a resume in person (between 8AM-4PM)
Orca Sand & Gravel LP 6505 Island Highway, Port McNeill BC

Mail a resume to
Orca Sand & Gravel LP PO Box 66, Port McNeill BC, V0N 2R0

Email a resume to resumes@orcasand.ca
