

**Mill Maintenance Training Coordinator**  
**Teck Highland Valley Copper**  
**Posting Date: November 7, 2025**

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**Closing Date: November 28, 2025**  
**Vacancies: 1**

As Canada's largest diversified mining company, Teck is committed to providing the world with essential resources safely and sustainably. We have a rich history of consistently driving innovation, harnessing cutting-edge technology, and cultivating a dynamic environment that empowers our employees to shape the future.

Reporting to the General Supervisor, Mill Maintenance and collaboration with the L&D team, the Mill Maintenance Training Coordinator is responsible for coordinating onboarding, training scheduling, and competency tracking for mill maintenance workforce (plant maintenance) for Highland Valley Copper.

**Responsibilities:**

- Act as a courageous safety leader by adhering to and promoting safety and environmental standards across all training and apprentice activities.
- Manage apprentice development using industry and site standards to ensure successful progression through technical training and certification.
- Coordinate apprentice activities including schooling, technical training, and crew/shift rotations to maximize exposure to relevant work experiences.
- Maintain accurate and up-to-date records of training activities, attendance, evaluations, certifications, and apprentice hours for compliance and performance tracking.
- Schedule and organize training logistics through effective work order management, including venues, online platforms, facilitators, and training materials for Mill Maintenance team.
- Meet with apprentices monthly to review progress against learning plans and provide guidance and support.
- Facilitate quarterly meetings with apprentices and supervisors to assess development, identify next steps, and address challenges.
- Collaborate with education providers to ensure schooling availability, monitor apprentice performance, and identify opportunities for program improvement.
- Work closely with trades groups across site to ensure training aligns with workforce requirements by participating in weekly update meetings.
- Coordinate and support technical training initiatives with Maintenance departments to promote ongoing skills development.
- Provide support to students and maintain consistent communication with instructors, supervisors, and other stakeholders.
- Deliver monthly updates to the Training Lead and Trades Committee on apprentice progress, training activities, and program effectiveness.
- Manage training center assets, including computers, books, tools, and supplies, ensuring availability and proper maintenance.
- Facilitate new hire Mill Maintenance Site Orientation sessions and assist with onboarding processes.

- Collect and analyze feedback from apprentices, instructors, and stakeholders to evaluate training effectiveness and identify areas for improvement.
- Collaborate with HR and operational leaders to align apprentice development with long-term workforce planning and succession strategies.
- Develop and maintain a structured mentorship program to support apprentice growth and knowledge transfer.
- Champion diversity, equity, and inclusion in apprentice recruitment, development, and retention practices.
- Track and report key performance indicators (KPIs) such as apprentice retention, certification rates, and training satisfaction to leadership.
- Identify and implement continuous improvement initiatives in training delivery, apprentice support, and stakeholder engagement.
- Support apprentices in resolving workplace challenges and act as a liaison between apprentices and supervisors to ensure a positive learning environment.
- Monitor and manage training-related expenditures and optimize resource use to ensure cost-effective program delivery.
- Demonstrate and promote core values of Safety, Sustainability, Integrity, Respect, Excellence, and Courage.
- Support mobilization of external vendors/contractors and apprentices
- Perform other duties as assigned or required.

**Qualifications:**

- Completion of Gr.12 or equivalent;
- Exemplary safety leadership
- Personable, adaptable, and energetic;
- Five years of open pit mining or training preferred;
- Motivated self-starter with the ability to multi-task and excel in a fast-paced, dynamic environment;
- Strong communication (both written and verbal), organizational and interpersonal skills;
- Able to anticipate and address potential issues or challenges, such as technical difficulties or participant conflicts
- Proficiency with training management software, learning management systems (LMS), and other digital tools is beneficial for streamlining administrative tasks and enhancing the training experience
- Strong computer skills, including familiarity with Microsoft Word, Excel, Outlook, SAP Success Factors and PowerPoint
- Detail Oriented: Accuracy in managing training records, evaluations, and other documentation that is essential for tracking progress and assessing the effectiveness of training programs
- Able to analyze training data and feedback to identify trends, areas for improvement, and opportunities to enhance the impact of training initiatives
- Able to uphold ethical standards in managing training programs, respecting confidentiality, and treating all participants fairly and impartially
- Possess a valid driver's license

**Assets:**

- SafetyCulture, Articulate Storyteller, EasyGenerator, and SAP Success Factors administrator experience.

- B.C. Mine Supervisor certification
- Red Seal Trade Certification

## **Why Join Us?**

At Teck, we offer more than just a job – we provide a pathway to personal and professional enrichment. With captivating projects set against stunning backdrops, a culture of inclusivity and collaboration, and boundless opportunities to learn and grow, joining us means embracing a fulfilling and dynamic career adventure.

Enjoy a variety of recreational opportunities, such as hiking, skiing, fishing, and golf! The mine site is a 50-minute drive from Kamloops, B.C. which provides all of the comforts of city living. The mine site is also close to Merritt, Ashcroft, and Logan Lake, which all exude a small town community atmosphere.

Teck employees receive access to our total rewards program and comprehensive benefits package that promote physical, mental, financial, and emotional well-being. This includes but is not limited to:

- Annual Performance Bonus
- Profit Share Plan
- Health Spending Account
- Personal Spending Account
- Extended Health Care
- Dental and Vision Care
- Employer Paid Pension Plan
- Life Insurance and Disability Coverage
- Paid Sick Leave, Vacation and Holidays
- Virtual Telemedicine and additional support for overall well-being
- Employee and Family Assistance Program (EFAP)

**Salary Range:** \$83,000 - \$103,000

The actual base salary offered is determined based on the successful candidate's relevant experience, skills, and competencies and considers internal equity.