

**Mine Maintenance Coordinator**  
**Highland Valley Copper**  
**Posting Date: August 15, 2023**

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**Closing Date:** September 5, 2023

Reporting to the Mine Maintenance Senior Supervisor, the Mine Maintenance Coordinator will be part of the team responsible for planning, scheduling, and parts acquisition for the Maintenance Department.

Acting as a liaison between the Maintenance Planning Group, the Maintenance Supervisor and Operations. The Coordinator will direct the flow of equipment through the shop with consideration for maintaining the schedule and facilitating break in work as required. The Coordinator will support the Supervisor and Tradespeople in identifying what is needed for the safe, efficient execution of all work in progress within the current week.

This position will be on a 7x7, 12-hour dayshift/nightshift rotation.

Join us in the Highland Valley and 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. We are also close to Merritt, Ashcroft, and Logan Lake, which all exude a small town community atmosphere

**Responsibilities:**

- Provide Supervisor and Tradespeople with additional required information for scheduled work in progress (i.e. parts, scope, etc.)
- Assemble required work packages to complete emergency work (i.e. existing job plan, permits, parts list, etc.)
- Arrange for additional - or changes in - resources required for on-going work (i.e. special equipment, DC deliverables etc.)
- Act as the single point of contact for break-in work requests and scheduled work revision requests.
- Confirm start dates for work orders based on priorities and production needs.
- Verify work order quality conditions and proper status for work requests, in-progress, to be planned/scheduled and completion each shift.
- Help support parts and core allocations to bays and warehouse for all active scheduled and emergency jobs in Maintenance Shop area daily.
- Support the creation and coordination of weekly schedules with the planning/scheduling team each week.
- Support the compliance to the schedules each week with the execution teams daily.
- Be a courageous safety leader, adhere to and sponsor safety and environmental rules and procedures

## Qualifications:

- High School Diploma, General Education Development (GED), or equivalent
- Technical understanding of mine maintenance, i.e. Journeyperson's ticket in Heavy Duty Mechanics or post-secondary degree/ diploma in a related technical discipline is required;
- Background and understanding of mechanical, welding and electrical functions.
- Background and knowledge of maintenance procedure and process.
- Computer literacy including Microsoft Office and working knowledge of a computerized maintenance management system.
- Understanding of planning and scheduling principles and procedures.
- Excellent organizational and interpersonal skills.

At Teck, we value diversity. Our teams work collaboratively and respect each person's unique perspective and contribution.

Qualified applicants interested in joining a dynamic team are encouraged to submit a resume and cover letter electronically.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

Teck is a diversified resource company committed to responsible mining and mineral development with major business units focused on copper, steelmaking coal and zinc, as well as investments in energy assets.

Headquartered in Vancouver, Canada, its shares are listed on the Toronto Stock Exchange under the symbols TECK.A and TECK.B and the New York Stock Exchange under the symbol TECK.

The pursuit of sustainability guides Teck's approach to business. Teck is building partnerships and capacity to confront sustainability challenges within the regions in which it operates and at the global level. In 2021, Teck was named to the Dow Jones Sustainability World Index (DJSI) for the 12th consecutive year, indicating that Teck's sustainability practices rank in the top 10 per cent of the world's 2,500 largest public companies in the S&P Global Broad Market Index.

Learn more about Teck at [www.teck.com](http://www.teck.com) or follow [@TeckResources](https://twitter.com/TeckResources).