

Surface Maintenance Planner

Trafigura Group has an immediate need for a qualified **Surface Maintenance Planner** at its Myra Falls Mine on Vancouver Island, British Columbia. We are an Equal Opportunity Employer and offer a very comprehensive compensation and benefits package.

Make Myra Falls Mine your next career choice!

Role Summary

The Surface Maintenance Planner is responsible for ensuring the maintenance of CMMS for their relevant Maintenance Department at Myra Falls Mine and to support the execution of the mines business plan. This is achieved through effective engagement with the operational and support service departments by developing effective maintenance strategies, implementing the plans that best accommodate the operational requirement and by maintaining the required maintenance compliance and equipment KPIs.

Key outputs and accountabilities

Awareness and understanding of Trafigura Operations related Standards including specific governance and local legislative requirements.

Action –

- Need to create and maintain maintenance schedule
- Assure accurate maintenance reporting to drive (KPI reports)
- **Responsibilities**
 - Maintaining the SAP Maintenance Management System and confirming statutory requirements are scheduled
 - Document maintenance plans for new and existing equipment
 - Managing the CMMS for capturing equipment and cost history
 - Providing quality control functions for changes to the maintenance systems and protocols
 - Maintaining compliance reports of the maintenance systems
 - Ordering of parts required for planned work
 - Assisting in developing equipment maintenance strategies to deliver equipment performance KPIs.
 - Managing the maintenance performance reporting process
 - Managing the interface of Contractors equipment with Mine CMMS
 - Provide introduction packages to new equipment/vehicles on site and maintain accurate approval documents.
 - Raising of secondary work orders for identified defects and repairs listed on machine cards or in PM work order inspections.
 - Management of the work order backlog by planning and scheduling work during PM work.
 - Maintaining accurate data within the CMMS including plant and standard jobs register as well as the preventive maintenance schedule for all equipment.
 - Creating new schedules/standard jobs/documentation to comply with organizational, statutory and departmental requirements as directed.

- Continuous maintenance of the CMMS system to confirm closure of outstanding work orders/streamlining the accuracy of scheduling/job completion.
- Report/monitor completion rates/discrepancies/non-compliance of mine equipment & vehicles
- Prepare and issue Maintenance Schedule for surface plan, steward completion and issue weekly reports to superintendents and Manager
- Plan and schedule maintenance required at the camp based on needs supplied by Camp Operator.

Key Technical Output:

- Maintaining the SAP Maintenance Management System and confirming statutory requirements are scheduled
- Document maintenance plans for new and existing equipment
- Managing the CMMS for capturing equipment and cost history
- Providing quality control functions for changes to the maintenance systems and protocols
- Maintaining compliance reports of the maintenance systems
- Ordering of parts required for planned work
- Assisting in developing equipment maintenance strategies to deliver equipment performance KPIs.
- Managing the maintenance performance reporting process
- Managing the interface of Contractors equipment with Mine CMMS
- Provide introduction packages to new equipment/vehicles on site and maintain accurate approval documents.
- Raising of secondary work orders for identified defects and repairs listed on machine cards or in PM work order inspections.
- Management of the work order backlog by planning and scheduling work during PM work.
- Maintaining accurate data within the CMMS including plant and standard jobs register as well as the preventive maintenance schedule for all equipment.
- Creating new schedules/standard jobs/documentation to comply with organizational, statutory and departmental requirements as directed.
- Continuous maintenance of the CMMS system to confirm closure of outstanding work orders/streamlining the accuracy of scheduling/job completion.
- Report/monitor completion rates/discrepancies/non-compliance of surface equipment & vehicles
- Prepare and issue Maintenance Schedule for surface plan, steward completion and issue weekly reports to superintendents and Manager
- Maintain a 13 week maintenance Forecast with to understand risk and opportunities with resource levels.
- Provide and maintain a camp maintenance plan.
- Liaise contractors and arrange maintenance works required in the camp

Key KPIs

- Trafigura values are lived by the team.
- Effective communication between maintenance teams and operations team.
- Reporting / communication is transparent, verified and timely.

- Activities completed on time.
- All activity is performed within strictest ethical standards.

Key Dimensions (size, budget, additional KPI's etc)

- Compliance with Trafigura policies and procedures, Work Safe British Columbia and the British Columbia's Mine Safety and Health Act and Regulation
- Implementation of agreed strategies
- Delivery of agreed outcomes aligned with the overall business plan and values
- Forecast costs required to deliver the maintenance department KPIs, monitor progress against financial plans and take corrective action as required to deliver plan within forecast costs.

Legislative Requirements

- All Mine Workers are accountable for discharging their obligations as set out by the British Columbia's Mine Safety and Health Act and Regulation

All Employees Shall:

- Apply the hazard identification and risk assessment principles included in the Site Safety & Health Management System to all tasks and operations at the mine
- Comply with relevant Safe Work Method Statements, SWPs and other relevant Procedures and Standards at the mine.

Qualifications, Experience, Skills / Knowledge

Qualifications:

- Trade Base Qualifications
- SAP Training
- Excel
- Mechanical Background

Experience:

- Experience with developing equipment strategies
- Work experience with maintenance planning and scheduling
- Microsoft Project
- Microsoft Excel
- Cost Control
- SAP

Skills / Knowledge:**Safety:**

The ability to develop and promote a Safety and Health System and culture that results in zero harm.

Core

- Innovates to continuously improve business performance
- Shares learning & expertise with others
- Simplifies complexity

Business Awareness

- Realises risk and opportunities

Taking People Along

- Optimises others effectiveness
- Provides feedback and coaching to project leads
- Seeks out different situations & opinions

Shift

- 4X3 - 10hrs shift