

UG Dispatch Coordinator

Job description

Trafigura Group has an immediate need for a qualified **UG Dispatch Coordinator** 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.

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The Control Room Operator will effectively Communicate information to the Shift Undermanager by Monitoring operations and mining processes to identify variance to plan relating to equipment and process availability ensuring continuity of production in accordance with the Shift Plan. In addition, the control room Operator will also be responsible for updating the oncoming shift Plan based on actual results from their current shift based on variances through short interval control.

Safety and Sustainability Expectations

Ensure all programs, personal actions and approaches support the Myra Falls Mine goals for safety and sustainability. Act as a safety champion and constantly apply the principals and spirit of the Trafigura 10 Life Saving Rules and site policies.

Key outputs and Accountabilities

- Monitor the performance of the shift through short interval control by reviewing and updating of the Undermanager shift report for the underground Mine and escalate with urgency variance to Shift Plan to the Shift Undermanager to implement the recovery actions.
- Update the oncoming shift plan based on variances both positive and negative during your shift to ensure the oncoming Undermanager has an updated in-coming shift plan to successfully execute their next shift.
- Participate in the Undermanager to Undermanager handover process in conjunction with the oncoming CRO.
- Follow the escalation process to ensure delays are escalated in consultation with the Undermanager and any off-site Managers as per the escalation process
- Assist the Undermanager in preparing and communicating the Shift plan during the pre-shift meeting (present the Shift Plan whilst the Undermanager communicates to their respective area Supervisors)
- Ensure that progress of assigned tasks (actuals) are updated in the Mine Database and shift planning systems.
- Review the variance to assigned tasks and ensure that the plan is correctly prioritized for the next shift
- Ensure each Mine Supervisors updates the Control room every 3 hours or if the delay exceeds 60 minutes to ensure delays are communicated in a timely manner to the Undermanager
- Direct the efforts to locate and communicate with all personnel in the underground mine during an emergency.
- Utilize other mine systems (de-watering, ventilation, asset tracking) to support daily operations.
- Support statutory working alone checks with all mine workers.
- Assist the Undermanager in arranging logistics and materials ordering to support execution of in-coming shift plan.

- Administrative support duties as required and as determined.

Location and Travel

This position is located at the Trafigura Myra Falls Mine site Southwest of Campbell River, British Columbia, Canada. Travel to other Trafigura locations, including head office as needed/required.

14 Day Shifts on, 14 days off. 14 Night Shifts on, 14 days off Rotation. 11-12 hour shifts – TDB.

Work Environment

Mine-site administration building – Mine Operations.

Primarily surface based role – Myra Falls Mine Site.

Reporting Relationships

Reports to: Shift Undermanager

Direct Reports: None

Interfaces: Mining Operations, Mobile Maintenance, Technical Services, Site Leadership and Myra Falls Mine employees

Selection Criteria – Knowledge, Skills, Experience, Qualifications

Qualifications include:

- At least 2 years of experience working in mining industry. Underground experience required.
- Mine planning, Operational experience
- Underground supervisory or leadership experience highly beneficial.
- Aptitude for planning and prioritization, rational thinker with strong organization skills.
- Possess strong communication skills, both verbal and written.
- Confident with computers. Willing and able to learn new software applications.
- Comfortable with providing training and coaching to individuals.
- High level of initiative and decisiveness; ability to self-direct and work well within a team.
- Previous Mine Control Room and/or Mine Site Dispatch experience will be favorably considered