



Site Services Maintenance Supervisor / Planner

Hemlo Mining Corp. is a growing Canadian gold mining company focused on the responsible development and operation of the Hemlo Gold Mine in Northwestern Ontario.

If you thrive on challenge, collaboration, and meaningful work, Hemlo Mining Corp. offers rewarding opportunities. Our people are the foundation of our success, and we're looking for motivated, energetic individuals who are eager to learn, grow, and contribute to safe and efficient operations on all our properties. We support the professional aspirations of our team through training, development, and a comprehensive compensation package.

Hemlo Mining Corp., operating near Marathon in Northwestern Ontario, currently has an opportunity for a:

Site Services Maintenance Supervisor / Planner

Position Description:

The Site Services Maintenance Supervisor / Planner is responsible for the safe, efficient, and cost-effective planning, scheduling, coordination, and supervision of all Site Services maintenance activities.

The role provides direct leadership to the Site Services maintenance team responsible for the maintenance and repair of the site's surface support fleet, including heavy equipment, light vehicles, forklifts, generators, and other equipment. The position is accountable for developing and executing preventative maintenance plans, coordinating corrective maintenance activities, supervising daily work execution, and ensuring equipment reliability to support uninterrupted mining operations.

Working closely with all departments the Supervisor / Planner ensures maintenance activities are properly planned, resourced, documented, and completed safely while maintaining accurate records within SAP (CMMS). This position is a residential role, working a 4x3 (10-hour) shift rotation.

Responsibilities:

- Develop, maintain, and optimize short- and long-term maintenance plans and schedules.
- Create detailed job plans including scope of work, labor estimates, required skill sets, tools, materials, procedures, and safety requirements.
- Ensure all planned work packages are fully prepared prior to scheduling, including materials staging, documentation, drawings, and permit requirements.
- Coordinate with Maintenance and Production teams to align maintenance activities with operational priorities and production targets.
- Create, manage, and close work orders within SAP (CMMS), ensuring accuracy, completeness, and proper asset history documentation.
- Maintain asset hierarchy and equipment records within SAP for all fixed plant assets.
- Support backlog management processes, including work prioritization, planning, and scheduling.
- Monitor and report on preventive maintenance compliance, schedule compliance, and backlog health; follow up on overdue or incomplete work.

- Order required parts, tools, equipment, and external services through SAP to support planned work.
- Verify regulatory, safety, and site compliance requirements are incorporated into maintenance plans.
- Collaborate with Engineering and Reliability teams on corrective work, failure investigations, and continuous improvement initiatives.
- Support outage and shutdown planning activities as required.
- Maintain maintenance documentation and records, including scanning, filing, and time entry, to ensure data integrity.
- Perform other duties as assigned.

Qualifications:

- Journeyperson Heavy Duty Equipment Technician certification preferred; equivalent mechanical trade certification with extensive relevant experience will be considered.
- Minimum 5 years of maintenance experience in a mining or heavy industrial environment.
- Minimum 2 years of supervisory experience leading maintenance personnel in a mining or industrial setting.
- Demonstrated experience in maintenance planning, scheduling, and equipment reliability.
- Strong working knowledge of SAP (CMMS), including the creation, planning, scheduling, and closure of work orders while maintaining accurate asset records.
- Proficient in Microsoft Excel, Outlook, and other Microsoft Office applications for planning, reporting, and data analysis.
- Strong understanding of preventive maintenance programs, maintenance planning, and equipment reliability principles.
- Demonstrated ability to communicate positively, professionally, and constructively with Operations, Supply Chain, Engineering, contractors, and other departments to build effective working relationships and support operational objectives.
- Excellent organizational, leadership, problem-solving, and time management skills, with the ability to effectively manage multiple priorities in a fast-paced environment.
- Experience with maintenance budgeting, contractor coordination, and continuous improvement initiatives is considered an asset.
- Valid Ontario Class G Driver's License.

What We Can Offer You

- Base salary range from \$120,000 to \$140,000 per year, depending on experience and qualifications.
- Comprehensive compensation package including competitive bonuses, benefits, and pension contribution.
- Progressive career path with opportunities for advancement.
- Work in a dynamic, collaborative, and high-performing team.
- Access to experienced mining professionals for knowledge-sharing, mentorship, and skill-building.

Equal Employment Opportunities



- Hemlo Mining Corp. is committed to creating an inclusive, respectful workplace and is proud to be an equal opportunity employer.
- We operate on the traditional territory of Biigtigong Nishnaabeg and Netmizaaggamig Nishnaabeg and we are committed to fostering meaningful relationships and employment opportunities with Indigenous Peoples. First Nations, Inuit and Métis persons are encouraged to apply.
- We also welcome applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**If you are interested in this position, submit your resume to careers@hemlominig.com.
Be sure to include the position you are applying for in the subject line.**

Artificial intelligence tools may be used to support parts of the recruitment process, such as resume screening or application management.

Thank you for your application; however, only those selected for an interview will be contacted.