



Position: Maintenance Planner

Location: Eagle Mine, Upper Peninsula, Michigan, USA

General Description:

Responsible for planning, scheduling, and ordering parts for equipment. Coordinates jobs with the operation's department and manages equipment backlog.

Key Responsibilities:

- Develop Lock-Out-Tag-Out sheets for maintenance jobs
- Enter and manage work orders in SAP
- Order parts and ensure warehouse parts are charged out on work orders
- Ensure proper planning and scheduling of work for employees
- Manage costs associated with repair by adhering to a budget
- Generate equipment PM schedules and maintain work backlog
- Perform maintenance supervisor functions when required
- Perform other duties as assigned

Education, qualifications and experience:

- Bachelor's degree in electrical or mechanical engineering is preferred
- Additional experience may substitute for a degree
- Five years of experience in the maintenance of major mining equipment preferred
- Experience with SAP, computerized maintenance systems, and Microsoft Suite is preferred
- Valid driver's license required

Key Personal Competencies:

- Action oriented and produces results – tasks are accomplished within required timeframes
- Leadership – accepts responsibility and accountability
- Integrity and trust – operates by personally defined set of ethics and values
- Decision making – correct, appropriate, timely, based on sound judgment, business sense and technical data
- Communications – clear, concise, objective, well organized, is an active listener
- Technical excellence, analysis, problem solving – subject matter expert, researches/support proper solutions
- Ingenuity and resourcefulness – utilizes resources effectively and efficiently, thinks outside the box
- Organized – activities are logically and appropriately prepared, coordinated and conducted
- Planning and scheduling – work is planned properly, scheduled effectively, and accomplished efficiently
- Quality – output meets/exceeds standards, is accurate and complete
- Team work – works collaboratively focusing on team needs, provides recognition, is open and supportive
- Flexibility – accepts change and is open to and supportive of innovative ideas and methods

HSEC Accountabilities:

Everyone in the workplace is responsible for his or her own safety and for the safety of their co-workers. Employees are responsible for performing all tasks in accordance with relevant HSEC Site Procedures, so as to work safely and keep the workplace safe. Lundin Mining Company is responsible for determining steps required to ensure health and safety of all employees, protection of the environment, and the community. Specifically, all employees must:

- Accept personal responsibility for HSEC
- Identify hazards, unsafe actions, and conditions that could result in damage to property, injury, impacts to the environment, and the community
- Obey any instruction issued to protect their own personal health and safety, and the health and safety of others, protection of the environment and the community.
- Report, as soon as practicable to their Manager any situations where HSEC requirements are not being conformed to within their work area
- Avoid endangerment to any other person through any act or omission

- Only use equipment you are trained to use and operate the equipment in a way that is safe, protects the environment and doesn't cause undue community impacts.
- Participate in HSEC training provided to them
- Report all incidents; including but not limited to injuries, near miss, community interactions and impacts, environmental impacts, spills, unsafe work practices, etc.

To apply, or to find out more about this role please submit your resume, referencing "Maintenance Planner" to: EagleRecruiting@lundinmining.com.