

Maintenance Planner

-  **Location:** True North Mine, Bissett, Manitoba (Camp-Based)
-  **Job Type:** Full-Time
-  **Company:** 1911 Gold Corporation
-  **Schedule:** 4 days on / 3 days off
-  **Work Location Note:** This position is based at the True North Mine site. Camp accommodations and meals are provided during scheduled work rotations.

Position Overview

1911 Gold Corporation is seeking a detail-oriented and highly organized **Maintenance Planner** to support maintenance operations at the True North Mine in Bissett, Manitoba.

Reporting to the Maintenance Foreman, the successful candidate will be responsible for planning, scheduling, coordinating, and tracking maintenance activities to support safe, reliable, and efficient site operations.

The **Maintenance Planner** will work closely with maintenance personnel, operations, procurement, and other site departments to coordinate resources, prioritize maintenance activities, monitor equipment performance, and support preventative maintenance strategies. This role plays an important part in improving equipment reliability, minimizing downtime, controlling maintenance costs, and supporting safe and productive operations.

Key Responsibilities

Maintenance Planning & Scheduling

- Develop and maintain comprehensive maintenance schedules for site equipment and machinery.
- Plan and schedule preventative, corrective, and routine maintenance activities based on operational requirements, workload, available resources, required skill sets, and priorities.
- Develop and maintain work orders, job plans, schedules, and supporting maintenance documentation.
- Coordinate maintenance activities with maintenance personnel and operational teams to support timely completion of scheduled work.
- Ensure labour, tools, equipment, parts, and materials are identified and available prior to scheduled maintenance activities.

Parts, Inventory & Cost Control

- Coordinate the ordering and availability of parts, materials, and supplies required for planned maintenance work.
- Work collaboratively with procurement and warehouse personnel to support appropriate inventory levels for critical maintenance parts.
- Assist with estimating labour, material, and equipment requirements for maintenance activities.
- Monitor maintenance resource and material usage to minimize waste and support cost-effective operations.
- Assist with maintenance cost tracking, forecasting, and budget preparation as required.

Maintenance Data & Reporting

- Monitor and analyze maintenance data, equipment history, downtime, and work order information.
- Identify maintenance trends, recurring equipment issues, and opportunities for improvement.
- Prepare maintenance reports and track relevant maintenance performance metrics.
- Maintain accurate maintenance records and documentation within the site's maintenance management system.
- Support continuous improvement of preventative maintenance programs and maintenance planning processes.

Safety & Collaboration

- Ensure maintenance planning activities comply with company policies, site procedures, and applicable health, safety, and environmental requirements.
- Support the development and implementation of safe maintenance procedures and best practices.
- Assist with training maintenance personnel on maintenance planning processes, procedures, and best practices.
- Communicate maintenance schedules, priorities, equipment status, and performance information to relevant stakeholders.
- Participate in continuous improvement initiatives focused on equipment reliability, maintenance efficiency, safety, and productivity.

Required Experience & Skill Set

Education:

- Post-secondary education in **Heavy Equipment Technology, Mechanical Technology, Maintenance Management, Facilities Management**, or a related discipline is preferred.

Experience:

- Minimum **3–5 years of experience** in maintenance planning, maintenance coordination, or a similar role.
- Experience working with preventative and corrective maintenance programs.
- Previous experience within mining, heavy industrial, or equipment-intensive operations is considered an asset.
- Experience using a **Computerized Maintenance Management System (CMMS)** or similar maintenance management software.

Key Competencies:

- Strong organizational, planning, and project coordination skills.
- Strong analytical and problem-solving abilities.
- High level of attention to detail and commitment to accurate maintenance records.
- Excellent written and verbal communication skills.
- Ability to prioritize multiple maintenance activities in a fast-paced operational environment.
- Strong knowledge of maintenance safety requirements and industry best practices.
- Proficiency with Microsoft Office Suite, including Excel, Word, and Outlook.
- Ability to work independently and collaboratively within a team-oriented environment.
- Ability to communicate effectively with maintenance, operations, procurement, warehouse, and other site departments.

Job Conditions & Work Environment

- Ability to manage competing priorities and meet deadlines
- Ability to work outdoors and in inclement weather conditions
- Physically capable of working in an active industrial and mining environment
- Proficiency with Microsoft Office applications

Equity, Diversity & Inclusion

1911 Gold Corporation is committed to fostering an inclusive, respectful, and diverse workplace. Accommodations are available upon request throughout the recruitment process.

Email resume and cover letter to: careers@1911Gold.com