



## **Maintenance Planner – Fixed Plant**

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:**

### **Maintenance Planner – Fixed Plant**

#### **Position Description:**

The Maintenance Planner ensures that all routine maintenance activities in the process division at Hemlo are appropriately planned (with Production and Maintenance) so that the work can progress in a safe, environmentally responsible, efficient, cost effective and repeatable manner. The Maintenance Planner will optimize, and monitor compliance to, preventative maintenance programs and schedules for all processing facilities and ancillary equipment.

#### **Responsibilities:**

- Develop, maintain, and optimize short- and long-term maintenance plans and schedules.
- Coordinate with Maintenance and Production teams to align maintenance activities with operational priorities.
- Create, manage, and close work orders within SAP (CMMS), ensuring accuracy and completeness.
- Support backlog review processes, including prioritization and scheduling of work.
- Order required parts, tools, equipment, and external services through SAP.
- Track preventative maintenance (PM) compliance and follow up on overdue or incomplete work.
- Communicate with maintenance supervisors to ensure timely return and proper documentation of PMs.
- Perform scanning, filing, time entry, and maintenance documentation control as required.
- Provide planning and administrative support to the broader Maintenance Planning team.
- Actively participate in safety meetings, town halls, and continuous improvement initiatives.
- Demonstrate strong time-management skills, including the ability to work independently and adapt to changing priorities.
- Perform other duties as assigned.
- All other duties as assigned.

#### **Qualifications:**

- Practical experience in a maintenance or industrial environment.



- Previous experience in maintenance planning or maintenance clerical roles.
- Strong working knowledge of SAP and the ability to effectively operate within a CMMS.
- Solid understanding of maintenance standards, procedures, and preventative maintenance programs.
- Mining plant experience is considered an asset.
- Strong organizational, prioritization, and problem-solving skills.
- Effective written and verbal communication skills.
- Proven ability to follow up, provide feedback, and support the full maintenance planning cycle

#### **What We Can Offer You**

- Base salary range from \$95,000 to \$115,000 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](mailto: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.***