

# Mobile Maintenance Scheduler

## Overview of Property

The Greens Creek Mine, located on Admiralty Island, 18 miles south of Juneau, is an underground polymetallic mine employing approximately 280 people. The mine is a joint venture between Kennecott Minerals and Hecla Mining and also a subsidiary of Rio Tinto, a global presence in the mining industry. Winner of numerous safety and environmental awards, Greens Creek is seeking new team members committed to professional growth and success.

## Health & Welfare Benefits

Greens Creek is pleased to offer competitive compensation and a comprehensive and flexible benefit plan to provide Health and Welfare, and income protection coverage for employees and their eligible dependents. Employees can customize their benefit plans to the level of coverage desired as well as to the needs of their dependents. In addition to the flexible coverage options, the company makes a significant contribution towards the cost of the benefits.

## Community

Juneau, Alaska's capital is the third largest city in the state. Like Alaska, Juneau is full of contrasts, a sophisticated cosmopolitan city in the heart of the Tongass National Forest. Nestled at the base of mountains overlooking the Gastineau Channel, Juneau is surrounded by intercoastal waterways, lush rain forests, rugged mountainsides and awe-inspiring glaciers. This small city has it all, the adventure of the "last frontier" as well as good education system, year round cultural and sports activities, a wide variety of entertainment, world class fishing and wildlife viewing, temperate weather and a strong sense of community. Juneau is also rich in mining history and Greens Creek is proud to contribute to that heritage by operating in a safe and environmentally responsible manner.

## Position Summary

The Mobile Maintenance Scheduler role is accountable for the scheduling of maintenance tasks for the mobile fleet used in underground and surface operations.

## Essential Functions and Responsibilities of the Position

- Scheduling of all planned mobile maintenance tasks in accordance with recognized work management processes.
- Ensure alignment of the maintenance planning activities between mobile maintenance and respective surface and underground operations.
- Coordinate equipment downtime & maintenance activities with production and keep them apprised on job progress to ensure a high level of customer satisfaction.
- Support Maintenance Supervisors, Planners, and Superintendent in formulating yearly budget costs and monthly.
- Ensure a system is in place to bring materials to the work area in a timely manner.
- Become proficient in matching available manpower to committed work, in preparation of weekly schedule.
- Facilitate formal weekly maintenance-operations scheduling meetings.

Other duties may be assigned.

Employees must comply with attendance, safety, environmental and HR policies. Successful candidate must demonstrate the following behavioral skills: productive communication, cooperation, productivity, initiative, creativity, dependability.

While performing the duties of this job, employees may be frequently required to stand, walk or sit for extended periods of time; use hand and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; regularly required to talk and hear. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision requirements for this job include close vision, distance vision, and the ability to adjust focus.

Employees may be frequently exposed to underground work environments; outside weather conditions, wet and/or humid conditions; extreme cold, extreme heat, potentially hazardous wildlife; moving mechanical parts; high precarious places; fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in most work environments is usually very loud. This position may require work on nights, weekends and rotating shifts; shift schedules may require residency in on-island camp during work rotations.

**Education Requirements**

High School or Equivalent

**Experience/ Skills**

10 years experience in maintaining large mining equipment. 2 years experience in a planning and scheduling maintenance. Ability to use and develop proficiency in CMMS systems and Microsoft Office Applications. Demonstrated leadership ability in a maintenance environment.

**Applications & Resumes**

Pay is based on experience and includes a competitive benefits program. Applicants must possess current authorization to work in the United States. Resumes are welcome but **must be attached to an official application form**. Application forms can be obtained from Juneau Job Center or at [www.greenscreek.com/recruiting.html](http://www.greenscreek.com/recruiting.html) and completed applications should be forwarded to:

**Juneau Job Center  
10002 Glacier Hwy #200  
Juneau, Alaska 99801  
Phone : 907.465.4562  
Fax : 907.465.2984**

**Recruitment open until filled.**

**Kennecott Greens Creek is an Equal Opportunity Employer.**

**Please visit our website at [www.greenscreek.com](http://www.greenscreek.com)**

**Please visit our recruiting page at [www.greenscreek.com/recruiting.html](http://www.greenscreek.com/recruiting.html)**