

Employment Opportunity

Job Title: Supervisor Heavy Construction – primarily Red Chris Mine
Hours of Work: Full Time
Location: Red Chris Mine and other sites as required
Closing Date: Monday, January 14, 2019 at 5:00 pm

Position Summary: Reporting to the General Manager Heavy Construction, this position will oversee and direct the work of contractors and crews to ensure that projects are being carried out safely, in a timely manner and according to plan. The Supervisor will be required to ensure that equipment is readily available and that all work is performed safely and in keeping with rules, regulations and according to policy.

This position is for work at a remote site (Red Chris Mine and other Sites as required) and will be required to work and stay in camp during their shift. Shift rotation will be 14 days on, 14 days off.

While Red Chris is the primary work site, the Supervisor will also be required to work on other projects and sites from time to time, as required.

Duties & Responsibilities

- ensure safety is given highest priority and document / report any related safety incidents or infractions
- review daily work plans with and assess job priorities
- monitor work projects to ensure progress runs smoothly assessing / addressing challenges or possible changes to plan
- evaluate contract / crew performance and make recommendations for change where required
- leadership role – training and development of employees giving clear directions as to project goals
- respond to in person or electronic enquiries or forward to appropriate person
- prepare correspondence, reports and other related documents
- ensure the coordination of project resources is communicated to appropriate personnel
- input data into computerized databases and spreadsheets; verify accuracy and completeness of data entry
- arrange and confirm travel arrangements
- ship and receive freight, distribute freight, ensure all incoming supplies are received appropriately
- perform additional duties, as assigned

Education & Experience

- knowledge and understanding of safe work practices
- strong knowledge of workplace safety requirements and procedures
- extensive experience in the construction industry. Relevant formal qualifications and certifications are an asset.
- a minimum of 5 years of experience supervisory construction project management, including experience as a construction supervisor or field superintendent
- valid Shift Boss certificate from the Mineral Exploration and Mining Branch of the B.C. Ministry of Energy, Mines, and Natural Gas
- minimum requirement of valid Occupational First Aid Level 1
- knowledge of open-pit mining rules and regulations

- proven track record of supervising and managing people
- independent and proactive strong decision-making skills
- strong leadership, supervisory and conflict resolution expertise
- knowledge of Microsoft applications including Word, Excel and Outlook
- knowledge and experience in general office procedures and practices
- knowledge and experience operating basic office equipment
- Where required, training will be offered to the successful candidate

Management Skills

- ability to organize, prioritize and multi-task
- ability to manage time effectively to meet deadlines
- ability to proficiently enter and manage data
- ability to pay strict attention to detail and accuracy
- ability to maintain accurate and comprehensive records
- ability to exercise tact and diplomacy
- ability to exercise initiative and good judgment

Interpersonal Skills

- ability to communicate effectively; both written and oral
- ability to respond to inquiries in a professional manner
- ability to work independently and cooperatively as part of a team
- ability to maintain strict confidentiality
- ability to work under intense pressure and effectively manage stress
- ability to interact effectively with all employees
- ability to foster trust and acceptance onsite

Working Conditions

This position is located in a remote site office / warehouse environment. The position of Superintendent requires periods of concentration in dealing with many interruptions simultaneously. This position can be a physically demanding position.

Conditions of Employment

- valid class 5 driver's license and provide a current drivers abstract
- ability to pass an alcohol and drug test. Failure to submit to and/or pass the required drug and alcohol test will result in immediate termination of employment
- willingness to sign an Oath of Confidentiality
- completion of a criminal record check as requested
- willingness to work occasional overtime during peak or critical work periods
- physically fit - ability to sit / stand, lift and or move up to 50lbs throughout a work shift
- possess, or willing to obtain TDG and WHMIS Certification

How to Apply

Please send your cover letter and resume to hr@tndc.ca (in MS Word or PDF format) or via fax to **250.771.5454**. Only applicants selected for an interview will be contacted.