

Job Description

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| Title: Maintenance Supervisor | Reports to: Process Manager |
| Status: Full Time | Location: Kellogg, ID |
| FLSA: Exempt | Updated: 8/5/2024 |

Position Summary:

The Electrical and Instrumentation Supervisor is responsible leading all electrical maintenance activities ensuring efficient planned outages and repair activities for fixed assets to achieve target availability and reliability in a safe, efficient, and repeatable manner.

Bunker Hill Core Values

- Behave like an owner
- Act with a sense of urgency
- Be a team player
- Continually Improve
- Deliver Results

Essential Functions:

- Execute the planned and scheduled electrical maintenance activities for:
 - Process Infrastructure
 - Surface Support Facilities
 - Site Utilities
 - All Process Equipment, Unit Processes, and Facilities
- Accountable participation in developing and updating all electrical maintenance strategies for Process assets and facilities and emphasize the principles of Reliability Centered Maintenance and maintenance best practices.
- Active support in developing and updating all maintenance budgets for Process assets and facilities.
- Conduct the following key maintenance activities:
 - Help develop and optimize standard job plans (resources, parts, tooling, task lists) for routine maintenance activities, based on site experience and OEM input, for all mine assets.
 - Help upload and maintain all routine maintenance asset activities (labor, APL's, SJP's, costs, etc.) in CMMS or company ERP software.
 - Assist with work orders and requisitions (materials and services) entry in company ERP. Coordinate parts and external labor scheduled work orders.
 - Liaise with Warehousing and Logistics to expedite external parts and contractor labor / supplies where necessary.
 - Assist with quality standard job plan creation with the Maintenance Planner to ensure quality and efficient work execution. Seek detailed work completion information from the E&I Techs and ensure it is entered in closing work.
 - Monitor quality of work completion and ensure job plans are updated to reflect the most current information and best suggested practices.
 - Work with Maintenance Planner to optimize planned work requirements and information for work orders.
 - Schedule team resources efficiently to maximize productivity and meet work execution targets.
 - Manage the scheduled work activities and drive schedule compliance standards and targets.

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- Spend time in the field – “visible felt leadership” – interacting with the key stakeholders, ~50% of working time.
- Manage the progression plan upgrades for technicians.
- Active participant in personal and team career development.
- Actively manage PM/PdM work as well as other RCM improvement tasks, i.e. root cause analysis, maintenance task analysis, FMEA analysis, etc.

Key Result Areas & Measures

- Ensure a safe and healthy working environment with a high standard of housekeeping.
- Focus on “visible felt leadership” by interacting with other personnel “in the field” (minimum of 50% of working time).
- Excellent and demonstrated personal commitment to safety & health
- Optimize key E&I maintenance systems and assist others within the Process Maintenance Departments to make better use of these systems.
- Positive and effective working relationship with Production, Maintenance, and Supply Chain teams. Ensure that Production has equipment available to meet the production plan. Strive to meet site and departmental KPIs as well as critical maintenance KPIs.
- Maintain excellent working relationships with external suppliers and contractors.
- Rigorous cost management; specifically through optimized maintenance work execution and adherence to schedules and plans.
- Collaborate and coordinate the development of the annual budget for all production areas – using a zero-based budgeting (ZBB) method as a basis. Provide updated cost information to reforecast the budget as necessary.
- Focus on quality input of maintenance data so that it can be used to drive continuous improvement.
- Manage QA/QC of E&I maintenance tasks and activities to ensure quality of work execution.

Key Competencies

- **Quality Communication:** Interacts with a wide variety of departments / roles. Delivers clear and concise instructions to direct reports / maintenance team.
- **Project Management:** Manages rebuilds, campaigns, shutdowns with emphasis on identifying resources, materials, and managing costs.
- **Time Management:** Able to pace own work unsupervised. Capable of readjusting priorities when necessary.
- **Manage / Direct People:** Leads team – critical that the team is all working towards a common goal.
- **Team Member / Contributing to Team Success:** Role is part of a larger organization – operations, safety, HR, supply, etc. – each person has a part to play to deliver the overall business objectives.
- **Drive / Facilitate Change:** As a maintenance leader, it is important to be able to adopt new ideas, improvements, and good practices. Then implement that change in the workplace – safety, health, production, and cost reduction.

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- **Planning and Organization:** Apply discipline and structure to the tracking of components, making use of the information to refine maintenance strategies.
- **Maintain Work Standards:** Establish consistency across mechanical maintenance disciplines by crating and enforcing standards.
- **Focus on Quality:** Quality of maintenance execution, not just the time to repair. Minimize rework. Deliver safe and reliable equipment performance.
- **Identify and Developing Talent:** Ensure proper selection of key personnel for the “right roles.” Have a succession plan in place for those roles.

Training and Experience Required:

- Mechanical/Electrical trade or Bachelor’s Degree in Mechanical/Electrical Engineering or related field *preferred*.
- Technical qualification in Maintenance Planning/Asset Management *preferred*.
- 10+ years of Maintenance related experience **required**; preferably in a mining environment.
- 5 years of planning/scheduling experience required; preferably in a mining environment.
- 2+ years of supervisory experience **required**.
- PdM technologies, preferably in a mining environment. Specialized PdM trades experience or CMRP certification *preferred*.
- 2+ years of experience with computer-based maintenance planning/scheduling **required**.
- Specialized mechanical/electrical trades experience, particularly with large mobile mining equipment *preferred*.
- CI/BI processes techniques *preferred*.
- Ability to perform the essential functions of the position is required.

Skills and Abilities Preferred:

- Demonstrated safety leadership for both self and for a team **required**.
- Demonstrated commitment to self-education.
- Knowledge of MS Office Suite (Excel, Word, Project, Outlook)
- Familiarity with maintenance systems such as SAP, Oracle, JDE, Pronto, Discovery, Limble, etc.
- Condition monitoring practices such as oil analysis, vibration analysis, ultrasonic testing, thermography, etc.
- PLC programming experience and/or significant experience in PLC network or DCS management, operation, and maintenance.
- Low, medium, high voltage system management and maintenance.
- Advanced experience in process plant instrumentation types/applications.
- Proficiency in conducting failure analysis and in the use of root cause investigation techniques.

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- Experience with Zero-Based Budgeting (ZBB) tools or systems.
- Experience with a formal maintenance scheduling tool/system.
- Ability to independently manage multiple projects, with a focus on process improvement and maximizing efficiency.
- Excellent written and verbal communication skills.
- Perform other duties as necessary to ensure the success of the company.

Physical Demands/Work Environment

- Move head and neck repeatedly in up and down, side to side motion at various times throughout shift. Sit and turn head approximately 90 degrees to view driving direction while operating pedals with feet and steering with hands (if applicable).
- Stand, walk, kneel, reach, and/or sit for extended periods of time (up to an entire shift) on concrete, uneven, rock-strewn, wet, snowy, icy, muddy, slick ground or in various lighting while performing duties.
- Use depth perception and peripheral vision continuously during shift.
- Hear, see and smell various kinds of warnings such as audible alarms, voices, hand and light signals, and stench gas (if applicable).
- Wear required protective equipment including; steel toe shoes or boots, safety glasses, hard hat, welding leathers, welding goggles or shield, fall protection, hearing protection and/or dual hearing protection and if applicable cap lamp, respirator and self-rescuer.
- Perform duties under conditions that may be hazardous including, extreme temperature, high humidity, moving equipment, moving mechanical parts, hot mechanical parts, and equipment traffic; and exposure to fumes, odors, dusts, gases, liquids, greases, and mists.
- Ability to read and write instructions and communicate information in one-on-one and group situations.
- This position requires the ability to regularly walk over uneven, sloped, rocky, wet or icy ground and the ability to lift 25 or more pounds consistently and safely.

Candidates from recruiting/staffing firms will not be accepted at this time.

Bunker Hill promotes a drug/alcohol-free work environment through mandatory pre-employment drug testing. To be considered for this position, please forward your resume to: hr@bunkerhillmining.com.