



Position: Mine Planner and Scheduler
Location: Matheson, Ontario (Black Fox Mine)
Job Category: Full Time – Permanent

This position will report directly to the Senior Mine Planner. Ensures the safe and economically sound development and operations of the underground mine. The role combines an understanding of the effects of these structures on their surrounding environment and technical knowledge.

Primary Responsibilities Include:

- Develop and present a detailed 2-week mining schedule that supports 3-month plan objectives on a weekly basis.
- Produce driving layouts based on the conceptual designs and updated geological information.
- Daily tracking of all mining activities on site.
- Produce layouts for mine services (e.g., electrical holes, fresh air raises, de-watering holes, waste/ore passes).
- Assist with longhole stope drilling, blasting and backfilling layouts when needed.

Qualifications and Skills Requirement:

- University Degree in Mining or Diploma in Mining Technology.
- 1-3 years' experience in an underground mine setting.
- Possess Basic Underground Hard Rock Common Core.
- Must be familiar with narrow vein and transverse mining methods.
- Well-developed computer skills, specifically with software such as AutoCAD / Amine, and MS Office.
- Experience with Deswik will be considered an asset.
- The capability to work positively with a team of professional and technical people in a changing, creative and energetic environment is critical.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

Type, sit at desk, climb stairs, work in hot and cold outdoor environment.



Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works with a computer and may sit for extended periods of time. The employee is also expected to walk short distances and climb stairs. The work environment may be loud, damp and hot and/or cold.

Statement of Job Description:

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.