

## **MAINTENANCE PLANNER – FIXED PLANT**

### **SUMMARY**

The Maintenance Planner – Fixed Plant is a key member of the maintenance team, responsible for developing and implementing daily, weekly, and monthly schedules for maintenance activities in support of the maintenance and processing goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Develop and implement daily, weekly, and monthly schedules for maintenance activities.
- Manage all aspects of the IFS maintenance system.
- Maintain IFS reporting procedures and develop reports as required.
- Manage and maintain IFS Master Data and perform Master Data entry as needed.
- Monitor the maintenance activity and report both Leading and Lagging Maintenance KPI's and cost KPI's.
- Manage capital projects related to maintenance as needed.
- Monitor effective preventive, predictive, and breakdown maintenance procedures.
- Maximize the utilization of maintenance resources through the development of an effective maintenance plan.
- Maintain work orders and input required for equipment records.
- Work with warehouse personnel on warranty issues, core recovery, and parts ordering.
- Maintain component information on all equipment for warranty tracking.
- Develop a preventive maintenance program for each piece of equipment.
- Execute strategies for improving maintenance performance, including training, PM development, maintenance and development of computer-based maintenance management systems.
- Assist the Maintenance Foreman/Supervisor with budgeting for the maintenance department.
- Monitor spending to stay within budget and reforecast as needed.
- Monitor maintenance costs and identify and explain variances to the budget.
- Assist the Maintenance Manager, Maintenance Foreman, and Concentrator Maintenance Supervisor with planning activities including manpower, skills needed, materials, timelines, and reports.
- Continually review the most appropriate maintenance planning methods, techniques, equipment, and plans.
- Facilitate formal Root Cause Analysis (RCA) on chronic or high business risk failures.
- Participate in Risk Assessment activities as required.

### **MINIMUM QUALIFICATIONS**

- Post high-school degree in a related field, or Journeyman Certification, or an equivalent combination of education and experience.
- Prior experience setting up, using, and maintaining computerized maintenance management systems (CMMS) required. Experience with IFS preferred.
- Minimum 3 years of experience in planning maintenance activities.
- Minimum 5 years of experience in maintenance.
- Experience in a mining environment preferred.
- Good understanding of Fixed Plant maintenance, related to crushing and grinding circuits, conveyor systems, pumping systems, water purification and mineral concentrators preferred.
- Must be computer literate and proficient in Excel.

### **About Hecla and the Lucky Friday Mine**

The Lucky Friday Mine is a deep underground silver, lead, and zinc mine located one mile east of the town of Mullan in the Coeur d'Alene Mining District in northern Idaho. The Lucky Friday has been owned and operated by Hecla Mining Company, headquartered in Coeur d'Alene, Idaho, since 1958. Established in 1891 in one of the world's most prolific silver-producing districts, northern Idaho's Silver Valley, Hecla Mining Company's rich history of mining has distinguished it as a respected precious metals producer. Hecla is the oldest U.S.-based precious metals mining company in North America and the largest producer of silver in the U.S. Headquartered in Coeur d'Alene, Idaho, with a sister office in Vancouver, B.C., our international, publicly traded company is over 125 years old.

Hecla Limited, Lucky Friday Mine is pleased to offer competitive compensation commensurate with education and experience, and a comprehensive benefits program that includes health & welfare, income protection, paid time off and retirement plans for employees, including medical, dental, and vision coverage for eligible dependents.

Interested candidates must possess authorization to work in the United States. Applications and/or resumes may be sent via e-mail to [resume@hecla-mining.com](mailto:resume@hecla-mining.com), faxed to 208.545.3327, or mailed to:

Human Resources  
Hecla Limited, Lucky Friday Mine  
P.O. Box 31  
Mullan, ID 83846

Hecla Limited, Lucky Friday Mine is an Equal Opportunity Employer  
Visit our website at [www.hecla-mining.com](http://www.hecla-mining.com) for more information about Hecla and the Lucky Friday Mine.