



Athabasca Minerals Inc. (AMI) is currently seeking a Full-Time **Site Supervisor** for Coffey Lake gravel pit project. Hourly pay will be based on experience level.

### **Key Responsibilities**

- Ensures compliance and enforcement of AMI's health and safety policies and procedures
- Assigns, supervises, and reviews the work of the Heavy Equipment and Rock Truck Operators
- Implement production plans in accordance with approved schedule
- Inspects and evaluates work in progress, identifies any problem areas, and may direct remedial action
- Maintains an inventory of parts and materials. Approves purchases of materials and equipment, maintains time, materials and equipment use reports. Requisitions tools, supplies, materials, and equipment
- Prepares estimates of staffing, materials, and equipment requirements for projected work activities
- Ensure staff conduct and document pre-operational checks on equipment and complete compliance paperwork (daily logs) associated with job duties
- Assist Heavy Equipment/Rock Truck operators, and other field staff when required adhering to Quality Assurance procedures
- In a timely manner ensure completion of; staff scheduling, orientation and training of new staff, ensure staff review the required safe work practices (every 6 months) approval and submission of staff timesheets, conducting probationary and annual staff performance evaluations, and staff progressive discipline (when necessary)
- Comply with permit approvals and environmental standards
- Ability to work under pressure with attention to detail, and promote a positive work environment, working collaboratively with team members and management in the field
- Schedule and lead daily Toolbox meetings
- Work requires mandatory use of eye protection, foot protection, hand protection, head protection and the use of high-visibility clothing/vest
- Other duties as assigned

### **Skills/Qualifications:**

- Must be able to pass a drug screen prior to employment and maintain a drug free status
- Minimum 5 yrs. Heavy Equipment Operating experience (Aggregates Environment an asset)
- Mandatory Tickets are CSTS, Ground Disturbance Level II, and WHMIS 2015. First Aid will be considered an asset
- Valid Class 5 driver's license with a clean driver's abstract
- Knowledge of effective supervisory methods and techniques (minimum 3 years supervisory experience required)
- Ability to work outdoors under varying climatic conditions including inclement weather, confined space & heights
- Demonstrate a high attention to detail, work under pressure, be extremely organized, ability to multi-task, self-motivated, with excellent time management and ability to meet required production deadlines
- Mechanically inclined with knowledge of Caterpillar, Komatsu, & Hitachi brands of equipment
- Knowledge of safe working practices and procedures
- Ability to lift and carry 50 pounds or more
- Speak, read, & write English
- Possess the required PPE and CSA approved steel-toed work shoes

This job description is not intended to be a complete and comprehensive list of duties and responsibilities of the position. The omission of a specific job function or requirement does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

**Please forward your resume with a cover letter and references to [recruiting@athabascaminerals.com](mailto:recruiting@athabascaminerals.com) to be considered. Only qualified applicants who meet our requirements will be contacted. No phone calls or faxes please.**