



WHITE LAKE LIMITED PARTNERSHIP

White Lake Resources Corporation, General Partner

Career Opportunity – Contract Supervisor – Barrick Janitorial

Due to continued growth in the mining sector, White Lake Limited Partnerships is looking for highly motivated and competent individual to fill the full-time position of Contract Supervisor within the Barrick-Hemlo Operations for the janitorial contract, located near Marathon, ON.

This position reports to the Director of Corporate Service and Human Resources and has overall responsibility for the day-to-day management of a labour contract with a workforce between 8-15.

Primary Functions and Key Responsibilities

- Manage time cards, vacation requests, and all employee time off requests, and to communicate these requests with the Director and office personnel;
- Manage all employee related concerns through open communication with both staff and management, working together to find, document and report on resolution;
- Maintain regular communication with contract personnel and if concerns are raised follow up with appropriate company representatives and office contact person;
- To be available on site, as well as being a positive role model for the Pic Mobert community;
- Collaborate with Barrick representatives to achieve progress on the various elements of the approved participation programs;
- Ensure all contract personnel work in a manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and the regulations and policies of the company;
- Ensure all training records are delivered to the WLLP Office
- Manage human resources with reference to safety, competence, performance, absenteeism, grievances, overtime, training and development;
- Working with the Barrick company representative, ensure that quarterly information and safety meetings are scheduled;
- Participate in interviews and investigations and report accordingly to the WLLP office;
- Identify potential individuals from the contract personnel for consideration for training and development opportunities. Develop a database of the skills, education and employment experience for each of the contract personnel;
- Maintain effective communication with all contract personnel and Barrick Hemlo staff. Provide necessary details on expectations, support, feedback and relevant information associated with the contract;
- Encouraging and promoting good relations and liaising with the NN community, contract personnel and company representatives;
- Month End Reports;
- Enforce compliance with all applicable environmental, health and safety acts, policies and procedures and ensure that all workers work in the manner and with the protective devices, measures and procedures required;

- Ensure all hazards and environmental concerns are reported and investigated;
- Work to provide a safe and healthy work environment;
- Complete all accident investigation reports, inspections, 5-point audits, job observations, and tours;
- Schedule orientations;
- Ensure the crew transportation is running, that the driver is insured under WLLP insurance and all gas receipts are submitted for account reconciliation;

Skills, Knowledge and Ability

- Previous supervisory and leadership experience;
- Knowledge of prior work experience in an industrial environment, optimally within the mining sector;
- Ability to act as a role model to the staff and community;
- Strong communication skills, both verbal and written;
- Ability to work as, and lead, in a team-based environment;
- Physically able to walk long distances on surface;
- Driver's license and vehicle to travel to and from work, if residing outside of Manitouwadge, where the crew transportation runs to and from daily;
- Grade 12 or equivalent.

Preference will be given to Band and Community Members of Pic Mobert First Nation.

To Apply:

Interested persons should submit a resume along with cover letter explaining how your qualifications meet or exceed the needs of the position; please also provide three employment related references.

This position is open until filled.

The rate of pay for this position is between \$20-\$25 per hour, based on previous related experience.

Please submit to:

Annette Currie, Manager of Mining and Workforce Development
mining@whitelakelp.ca

Applications must be clearly marked **Contract Supervisor** in the subject line of the email.