

Job Title: Construction Coordinator

Requisition ID **7961** - Posted - **Emo, Ontario**

Make an impact at an all-North American precious metals producer. New Gold is now part of Coeur Mining. Visit www.coeur.com to learn more.

Coeur Mining attracts and hires highly skilled individuals. By joining our team, you can look forward to:

- A stimulating values-based work environment
- A culture of collaboration and inclusion
- Inspiring colleagues and approachable leaders
- Career development opportunities
- A deeply rooted commitment to responsible mining, health and safety and community engagement
- A competitive total compensation program
- A comprehensive benefits package including a retirement savings plan

About Coeur Mining:

Coeur Mining is a growing, all-North American precious metals producer with seven operations: the Las Chispas silver-gold mine and Palmarejo gold-silver complex in Mexico, the Rochester silver-gold mine in Nevada, the Kensington gold mine in Alaska, the Wharf gold mine in South Dakota, the Rainy River gold mine in Ontario, Canada, and the New Afton copper-gold mine in British Columbia, Canada. In addition, Coeur owns the Silvertip silver-zinc-lead exploration project in British Columbia.

Coeur offers a flexible, hybrid work model and a culture built on safety, collaboration, and real opportunities to develop your career for those who want to grow alongside a company that is doing the same.

Rainy River

Situated in beautiful northwestern Ontario, 65 km northwest of Fort Frances, the Rainy River mine is an open pit and underground, gold and silver producing, residential mine site.

The Rainy River mine, located adjacent to the Ontario/Minnesota border is 65 kilometers northwest of Fort Frances, Ontario and is situated half way between Winnipeg, Manitoba and Thunder Bay, Ontario. The area is home to more than 130 species of birds and large populations of moose, black bear and deer. If you enjoy outdoor activities including hunting, fishing, winter sports and lake country then this is an area you will love to live and work in.

About the Role

Schedule: 14 Days On / 14 Days Off, Day Shift Only

Reporting to: Construction Technical Supervisor

Position Overview

The Construction Coordinator position offers an exciting opportunity to contribute to mining infrastructure construction projects through the coordination of contractors, consultants, in-house construction resources, and other departments across varied disciplines. The Construction Coordinator is a highly visible and collaborative role responsible for driving results within planning and executing a variety of earthworks and equipment support projects at Rainy River Mine, including the construction of large-scale tailings dam raises. The position is highly focused on achieving results in safety, quality, schedule, and cost of project delivery while working effectively with internal and external stakeholders.

The successful candidate will embody Coeur Mining's purpose statement, "We Pursue a Higher Standard," and values of protecting our people, places, and planet; developing quality resources, growth, and plans; and delivering impactful results through teamwork. The successful candidate must demonstrate commitment to, and compliance with, all company and industry Health & Safety, Environmental, Social Responsibility, and Code of Conduct policies and is responsible for engaging their work with the Courage to Care, meaning never compromising on safety, looking out for one another, and stopping work if it is not safe.

The Construction Coordinator will report to the Construction Technical Supervisor and will fulfill a key role in both short-term and long-term construction planning, estimating, scheduling, equipment resource management, quality

control, progress reporting, and general coordination and administration. The position works highly collaboratively with Superintendents, Supervisors, Survey, Project Controls, and other departments and stakeholders to ensure safe, efficient, and cost-effective project execution, in compliance with design and technical specifications, aligned with site priorities and objectives. The Construction Coordinator further directs and manages contractors and consultants as required for project scope execution and holds responsibility for their field safety and work performance. The opportunity is available on a fly-in-fly-out (FIFO) rotation, working 12 hour days on two weeks on two weeks off schedule and will work from the Marr Site Construction Office in a multi-disciplinary open office team environment.

Duties and Responsibilities

- Champion Site Safety Policies & Procedures
- Demonstrate Safety-first mindset and commitment to the Courage to Care positive safety culture.
- Maintain review compliance with all relevant Standard Operating Procedures (SOPs) and other site safety policies on at least an annual basis or as revised and ensure performance of work in accordance with SOPs.
- Conduct Job Hazard Analyses (JHAs) for non-routine tasks and ensure that all work conducted by the Construction Department is supported by appropriate risk assessments, permits, and safety documentation.
- Participate in Critical Risk Management, safety audits, workplace inspections, hazard identification, and leading safety performance activities in the field to identify, stop, and correct unsafe conditions or behaviours.
- Demonstrate leadership in fostering a positive culture of safety, accountability, and continuous improvement.
- Construction Planning
- Develop Construction Execution Plans (CEPs) throughout the project lifecycle from project initiation and development through to closure, and update as necessary throughout the project as planning develops.
- Contribute to the development, maintenance, and continuous updating of construction plans, estimates, and schedules, including materials, resources, and execution methods throughout the project.
- Ensure regular updates accurately reflect current conditions and that all work is accounted for in short-term and long-term planning revising plans as site progress, priorities, conditions, and objectives change.
- Set daily, weekly, monthly, and annual plans and goals in collaboration with Supervisors, Superintendents, and other stakeholders to achieve business objectives. Monitor progress and variance and enact action plans to maintain project schedules.
- Support workforce and equipment lineup planning and identifying required skill sets, operator coverage, and potential needs or changes to maintain critical path progress and workforce and equipment optimization.
- Prepare, chair, and present construction planning meetings, ensuring clear communication of upcoming priorities, resource needs, critical path activities, and hold collaborative workshop planning for upcoming construction scope, risk mitigation, opportunities, and action record keeping.
- Contribute to Project Engineering & Design
- Review engineered drawings, specifications, and contract documents and identify constructability concerns, conflicts, or propose alternative solutions to improve performance for consideration by design engineers.
- Create and respond to Requests for Information (RFIs), and other formal construction documentation throughout project execution such as Site Instructions (SINs), or Non-Conformance Reports (NCRs).
- Organize and participate in design constructability review workshops with internal and external resources.
- Reporting
- Prepare daily, weekly, and monthly reports on construction progress, performance, risks, and opportunities.
- Support the Construction Administrator with data entry, clarifications, and other recordkeeping requirements.
- Provide clear, timely communication to leadership regarding project milestones, variances, challenges, risks, and upcoming priorities as construction plans change. Raise variances and risks early and propose action plans for mitigation and schedule recovery.
- Prepare professional cross-shift notes to ensure detailed forward-thinking handover between rotations, providing clear updates on project progress, changes, field issues, risks, important discussion highlights, upcoming priorities, and actions required by the incoming team.
- Cost Control
- Support Project Controls with cost breakdown structures, forecasts, and accurate monitoring of performance.
- Provide field knowledge input, scheduling, and estimating to assist with budget preparation, forecast accuracy, and cost variance tracking.
- Ensure alignment between field execution and financial reporting through proactive communication and clear and consistent updates to both short-term and long-term construction planning, scheduling, & prioritization.
- Field Support
- Facilitate daily alignment and communication between supervision, survey, coordinators, field crews, consultants, contractors, and other departments as required to execute projects safely and efficiently.
- Support surveyors with surveying and quality control activities in field to ensure that work complies with issued-for-construction drawings, technical specifications, and design intent.
- Coordinate with the Tailings Dam Technician to plan and sequence instrumentation raises and installations.

- Continuously identify issues related to design, quality, or constructability in the field; evaluate impacts; suggest possible solutions; and prepare or coordinate responses from consultants as needed to resolve matters promptly and align with design intent.
- Oversee the Owner's Representative for quality control, coordinating with consultants to review results, resolve non-conformances, and manage corrective actions with contractors to meet project specifications.
- Provide hands-on field support to Construction Supervisors and Lead Hands as required, assisting with daily coordination, resolving field challenges, and construction execution.

Qualifications

- 3 – 5+ years of experience in construction, preferably within mining or heavy civil earthworks industries.
- 0 – 3 years of experience will also be considered for strong early career candidates.
- Proficient in Microsoft Office applications; experience with project scheduling software considered an asset.
- Experience in construction planning, estimating, scheduling, quality, and cost management.
- Experience in reading, reviewing, and implementing engineered drawings for construction.
- Civil Engineering or related technical education (P.Eng., E.I.T., Technician, or Technologist) considered an asset.
- Proven leadership and operational management experience in construction environments.
- Ability to evaluate and positively influence team performance to foster a dynamic, self-accountable workforce.
- A demonstrated consistent positive attitude with strong interpersonal and team collaboration skills.
- Familiarity with mine site safety protocols and heavy equipment awareness.
- Canadian driver's license and a clean driving record.

Working Conditions

- Split time between office and field (driving and walking).
- Occasional moderate lifting required (typically less than 50 lbs).
- Collaborative team environment with regularly scheduled and ad hoc meetings.
- Exposure to active construction and mining requiring adherence to all site safety standards.

Compensation

The anticipated salary range for this position will be between \$95,000.00 - \$105,000.00

**Note: this employment opportunity is based on an actual current vacancy, not just for future consideration*

Why Coeur?

- Highly competitive base salary, compensation programs and a quarterly incentive program
- Extended Health & Dental Benefit
- Short-term and long-term disability insurance benefit
- Defined match contribution to group registered retirement savings account.

We thank all applicants for their interest but will only contact candidates selected to advance in the hiring process. Coeur Mining does not accept resumes from employment placement agencies, head-hunters or recruitment suppliers that are not in a formal contractual arrangement with the Company. Any resume or other information received from a supplier not approved by Coeur Mining will be considered unsolicited and will not be considered.

Inclusion, Equal Opportunity, Accessibility

Coeur Mining is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status, Indigenous status or any other legally protected factors. Disability-related accommodations during the recruitment process are available upon request.

Additional Information

Visit our LinkedIn Career Page or follow us on [LinkedIn](#).