



Planner

Indeterminate Position

Operations Group

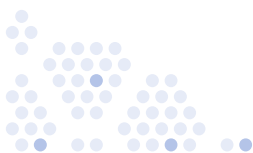
About Us

SNOLAB is an international facility for world-class underground physics research and has an expanding programme in astroparticle physics and underground science. Located in an air-conditioned clean room 2 km underground in the Vale Creighton Mine near Sudbury Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments focusing on neutrino studies and the search for galactic dark matter.

The Position

The Planner develops and coordinates work plans for the construction, assembly, installation, maintenance and operating work packages in the underground lab and in the surface building. This role ensures efficient scheduling, resource allocation, and work order management while prioritizing safety and compliance. The Planner collaborates with project teams, oversees materials and workforce readiness, and provides documentation and reporting. Occasional work oversight and/or relief supervision may be required at both the surface and underground facility. Develop detailed work plans outlining methods, sequences, and procedures for efficient and safe project execution

- Coordinate labor and equipment schedules based on priorities, availability, and skill requirements
- Manage the full lifecycle of work orders, including prioritization, tracking, and completion
- Verify workforce training, certifications, and competencies to meet safety and compliance standards
- Assess and coordinate the procurement and delivery of required parts, tools, and equipment
- Identify and escalate critical issues that may affect timelines or safety



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- Act as a communication bridge between project managers, supervisors, and key stakeholders
- Oversee work execution, ensuring quality, safety, and operational standards are met
- Provide relief supervision as needed, promoting accountability and teamwork
- Engage regularly with underground teams to ensure alignment and resolve issues on-site
- Maintain accurate daily and weekly reports for project transparency and performance tracking
- Use CMMS/ERP systems and Microsoft tools for planning, scheduling, and reporting
- Monitor workforce capacity and skill availability to support efficient project execution

Criteria

Education:

Bachelor's degree in Industrial Engineering, Operations Management, Supply Chain Management, or a related field

-or-

Certified skilled trades and Equivalent Experience

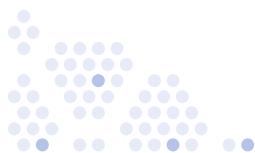
Experience:

- Demonstrable experience in work planning and industrial operations
- Strong understand of workplace safety standards, risk management, and regulatory compliance
- Proficiency in maintenance management systems
- Ability to organize, prioritize, and adjust work plans
- Strong interpersonal and written communication skills
- Computer skills in Microsoft Office (Excel, Word, Project, etc.)

Salary Range

\$81,370 - \$95,747

Salary will be determined by qualifications and experience and includes an attractive benefits package. Relocation assistance will be determined in accordance with SNOLAB policies.



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To Apply

All applications must be submitted to jobs@snolab.ca. **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Interested candidates should include a cover letter and resume.

Closing Date

April 22, 2025

Applications will be accepted until **4:00 pm Eastern Time**.

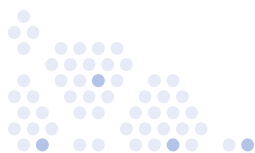
SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Further information about SNOLAB may be found at www.snolab.ca

Posting Date: **April 8, 2025**



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