



Planner

Indeterminate (Permanent), Current Vacancy

About Us

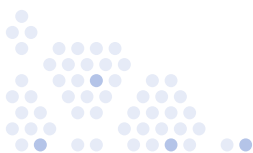
SNOLAB is Canada's deep-underground science laboratory, located at a depth of 2 kilometers in Vale's Creighton Mine near Sudbury, Ontario. The facility supports world-class astroparticle physics research and has attracted innovative life science and quantum technology programs. SNOLAB operates in a controlled, air-conditioned clean-room environment, supported by a suite of surface facilities and laboratories supported by a multidisciplinary team of scientists, engineers, skilled tradespeople, technical staff, and support staff.

By hosting and enabling the world's most advanced and sensitive underground experiments, SNOLAB bolsters Canada's scientific reputation, attracts new talent to our country and Northern Ontario, trains more highly skilled people, provides more opportunities for Canadian researchers to lead international projects, and generates economic benefits for Ontarians and Canadians.

About the Role

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. They are responsible for continuously improving the systems, workflows, policies, and procedures under their purview. They will collect data and generate periodic reports as directed. Occasional work oversight and/or relief supervision may be required at both the surface and underground facility.

- Develops comprehensive work plans and packages, outlining methods, sequencing, and required procedures to ensure safe and efficient execution.
- Coordinates workforce and equipment schedules based on project priorities, worker availability, and competency requirements.



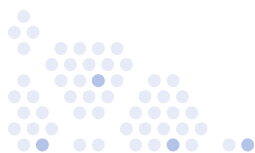
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- Oversees the full lifecycle of work orders, ensuring effective prioritization, tracking, and execution in alignment with safety and operational objectives.
- Determines the appropriate trade/skill classification and crew mix for each work package based on scope, risk, and competency requirements, and coordinates assignments with supervisors.
- Coordinates workforce and equipment schedules in line with project priorities and resource availability
- Oversees the full lifecycle of work orders, ensuring effective prioritization, tracking, and completion aligned with safety and operational objectives.
- Engages regularly with underground and surface operations teams to coordinate activities, resolve issues, and align plans with field conditions.
- Monitors work execution as required, ensuring compliance with safety protocols, quality standards, and operational efficiency.
- Proactively identifies and escalates critical issues that may impact project timelines or operational safety.
- Provides short-term or relief supervision when required, maintaining accountability, teamwork, and a safe working environment.
- Serves as a liaison between project managers, supervisors, and other stakeholders to facilitate seamless communication and workflow integration.
- Administers and maintains the Computerized Maintenance Management System (CMMS) as the primary tool for planning, scheduling, tracking, and reporting maintenance activities and asset performance.
- Utilizes CMMS, ERP, and Microsoft programs to manage planning, scheduling, resource allocation, and reporting functions.
- Prepares and maintains accurate daily and weekly activity reports, ensuring transparency and accountability in project execution.
- Tracks and reports operational data to support Key Performance Indicators (KPIs) and continuous improvement activities.
- Oversees the planning and procurement of materials, tools, and equipment through the purchasing system to align material availability with project timelines and maintenance schedules.
- Determines the appropriate trade/skill classification and crew mix for each work package based on scope, risk, and competency requirements, coordinates assignments with supervisors.

Closing Date: November 5th, 2026

Applications will be accepted until **11:59pm Eastern Time**.



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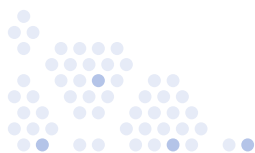
Education and Experience:

- Bachelor's degree in industrial engineering, operations management, supply chain management, or a related field or;
- An advanced diploma in engineering technology from a recognized institution or;
- A college diploma in a relevant skilled trade, completion of a recognized apprenticeship program, or an equivalent combination of education and training
- Certified Engineering Technologist (CET) designation in Ontario is preferred
- Registration as a professional engineer in Ontario, or eligibility for registration, is considered an asset.
- Red seal certification in a relevant trade is considered an asset.

Knowledge, Skills and Abilities:

- Demonstrated experience in work planning, scheduling, and coordination within an industrial, construction, or maintenance environment.
- Strong understanding of workplace safety principles, hazard identification, and regulatory compliance requirement in an underground or high-risk operational setting.
- Proficiency in using Computerized Maintenance Management System (CMMS) to plan, track, and analyze maintenance activities and asset performance.
- Ability to interpret technical documentation, work procedures, and equipment specifications to develop clear and executable work packages.
- Skilled in resource coordination, including workforce scheduling, competency verification, and equipment and material readiness.
- Analytical ability to evaluate work performance data, identify trends, and support continuous improvement initiatives.
- Effective communication and interpersonal skills to liaise with cross-functional teams, contractors, and project stakeholders.
- Strong organizational skills with the ability to prioritize competing demands and adapt plans to evolving operational requirements.
- Proficiency in Microsoft Office applications, including Excel, Word, and Project, with the ability to generate reports, and planning documentation.
- Commitment to fostering a culture of safety, accountability, and collaboration across all operational activities.

Salary Range: \$83,443 – \$98,337 per annum.



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Total Rewards:

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.

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

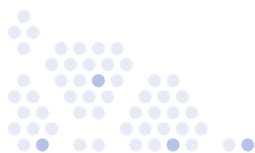
SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and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

SNOLAB is located on the traditional territory of the Robinson-Huron Treaty of 1850, shared by the Indigenous people of the surrounding Atikameksheng Anishnawbek First Nation as part of the larger Anishinabek Nation.

We acknowledge those who came before us and honour those who are the caretakers of this land and the waters.



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