



Calibre Mining Corporation is engaged in the exploration and development of the Valentine Gold Mine located in the central region of Newfoundland and Labrador. Once in production, it will be the largest gold mine in Atlantic Canada and a major employer in the province. Calibre is a public corporation (TSX:CXB) headquartered in Vancouver, British Columbia with a regional office located in Grand Falls-Windsor, NL.

Additional corporate and Project information is available at www.calibremining.com

Calibre is currently inviting applications for a **Site Services Manager** to join our growing team as the company transitions from mine construction to mine operations.

Site Services Manager

The Site Services Manager is responsible for overseeing all non-mining operations to ensure the efficient functioning of the mine site. This includes managing camp accommodations, catering, cleaning, maintenance, transportation, waste management, security, and other support services. The role requires strong leadership, problem-solving skills, and the ability to manage a diverse workforce in a remote and challenging environment.

This position is located at the Valentine Gold Site working a Monday to Friday schedule.

Accountabilities/Responsibilities:

- **Site & Facilities Management**
 - Ensure all site facilities (accommodations, offices, kitchens, recreational areas) are well-maintained and operational.
 - Oversee maintenance and repairs for buildings, roads, and essential infrastructure.
 - Ensure compliance with health, safety, and environmental regulations.
- **Security Management**
 - Develop and implement security strategies to protect personnel, assets, and operations.
 - Oversee and manage security personnel (internal and third-party contractors).
 - Ensure compliance with mine security protocols and access control procedures.
 - Coordinate with law enforcement and emergency response teams when required.
 - Investigate security incidents, implement corrective actions, and maintain security reports.
- **Camp & Catering Services**
 - Manage catering contractors to provide quality meals for site personnel.
 - Ensure food safety and hygiene standards are met.
 - Oversee accommodation allocation and ensure facilities meet workforce needs.
- **Workforce Support & well Being**
 - Provide a safe, comfortable, and well-maintained living environment for employees.

- Address employee concerns related to camp life and amenities.
- Implement initiatives to enhance workforce morale and retention.
- **Contractor & Vendor Management**
 - Oversee service contracts for catering, cleaning, security, waste management, and other support services.
 - Ensure service providers meet contractual obligations and performance standards.
 - Negotiate contracts and control costs while maintaining service quality.
- **Logistics & Transportation**
 - Manage transportation of personnel and materials to and from the site.
 - Oversee fleet management, ensuring vehicles are maintained and safe for operation.
 - Coordinate busing schedules, ground transport, and accommodation logistics for DIDO (Drive-In Drive-Out) personnel.
- **Health, Safety & Environmental Compliance**
 - Ensure all site services activities adhere to mine safety regulations and company policies.
 - Conduct risk assessments and implement preventive measures.
 - Promote a strong safety culture among employees and contractors.
- **Budgeting & Cost Control**
 - Develop and manage site services budgets, ensuring cost-effective operations.
 - Monitor expenses and identify areas for cost-saving without compromising service quality.
 - Approve purchases and oversee procurement of supplies for site services.
- Perform other related duties as assigned.

Education and Experience Required:

- Maintenance Discipline background, or Technologist with significant experience
- 15 years related work experience in a similar role, with a minimum of 10 years managing teams.
- Experience in project management.
- Experience working with and managing employees in a remote/rotational environment.

Skills and Knowledge:

- Knowledge and understanding of NL health, safety and environmental acts and legislation relating to mining operations.
- Proven experience in site services, camp management, and security operations, preferably in a remote mining or industrial environment.
- Strong leadership and problem-solving abilities.
- Experience in security risk management and crisis management.
- Knowledge of health, safety, and environmental regulations for mining operations.
- Strong budgeting and financial management skills.
- Ability to work in a remote location.
- Organized and detail oriented.

- Strong written and verbal communication skills is essential in presenting, communicating, and interacting with stakeholders and at all levels of management.
- Strong interpersonal skills and ability to work in a collaborative environment.
- Proven analytical skills that can quickly assess and resolve complex issues.
- Advanced knowledge of Excel spreadsheets and experience in using advance consolidation and reporting tools, ex. SAP, and Power Point presentations.
- A valid driver's license and driver's abstract required.

Calibre is an equal opportunity employer committed to local hiring preferences and all applications will be considered on this basis. We value equity and diversity and are committed to creating an inclusive workplace environment for all employees. Calibre reserves the right to hire only those candidates who are appropriately qualified for the position advertised.

Calibre will review all applications; however, we will only contact those candidates who best fit the requirements.

To apply for this position, please do so by clicking on the following URL link: [Careers](#)

Job ID 1364

Deadline to apply: Friday, March 21, 2025