



Maintenance Scheduler

Who we are. Mercer Peace River Pulp is an integral part of the Canadian forest products industry, providing the northwest Alberta region with approximately 300 jobs while sustainably managing the forests. A career at Mercer Peace River offers an opportunity for growth, meaningful work, and a collaborative learning environment. Throughout your career, you will be supported by a team of skilled professionals and provided a self-motivating environment to make your goals achievable. **At Mercer: One Team - One Goal.**

What we believe. We believe that a culture of diversity and inclusion is critical in making the best decisions for our people and achieving sustainable business success. Together, we encourage, support, and celebrate the diverse voices of our team members. We strive to provide an inclusive culture by fostering an environment of mutual respect and fairness and providing opportunities to contribute and grow.

Our Acknowledgment. We recognize and honor the traditional lands and territories of the Indigenous peoples who have cared for these lands since the time immemorial. We are situated on Treaty 8 territory, which is also the historic regional homeland of the Metis, including the Peace River Territory, the Lesser Slave Lake Territory, and the Lower Athabasca Territory.

We acknowledge and respect the rich histories, languages, and diverse cultures of the First Nations, Metis and all Indigenous peoples who have been stewards of this land. We express our gratitude for their enduring contributions, which continue to strengthen and enrich our communities today.

The role. We are seeking a full-time, Maintenance Scheduler within the Maintenance and Engineering Department. In this role, the Maintenance Scheduler is responsible to coordinate, schedule, and evaluate all maintenance tasks to ensure that maintenance staff capacity is utilized as efficiently as possible within the work order urgency timelines. This position completes scheduling with the maintenance and operations teams using a computerized work management system. Coordination will be required for material, equipment, and personnel for small projects and work orders.

Role and Responsibilities

- Build a 4-week schedule to show upcoming maintenance activities across the mill making the most effective and efficient use of available resources.
- Identify total daily and weekly resource requirements for the scheduled jobs.
- Provide holistic schedule management services to support effective execution before maintenance technicians are deployed.
- Creates, optimizes, records, and reports on-site maintenance schedules.
- Communicates with operations on scheduling status.
- Leads scheduling meetings.
- Monitors/reviews performance measures.
- Leads scheduling improvement efforts.
- Ensures the area in which they're assigned receives professional maintenance service promptly to achieve high equipment availability and performance.
- Ensures priority work has been scheduled to compliance (Safety, Environmental, Predictive and PM Work).
- Leads scheduling meetings with operations partners to finalize the priority of work orders, optimum time-out windows, and necessary lead times.
- Provides integration with third party services and operations tasks that affect maintenance service timing.
- Builds the weekly schedule in coordination with the Operations Day Leads and Maintenance Leads, setting up activities and milestones such as gate reviews and job walks.
- Verifies that jobs with multi-craft job tasks have been evaluated for parallel versus sequential execution by the Planner.
- Performs nesting of activities to optimize equipment downtime by engaging Maintenance tradespersons.
- Supports work execution management by ensuring weekly maintenance crew schedules are accurate and complete within the committed timeline.
- Updates the schedule and analyzes progress reports to improve site's schedule practice.
- Ensures schedule accuracy and usability.
- The Scheduler identifies potential schedule risks, risk mitigation and improvement opportunities through his/her analysis of the maintenance schedule.
- Analyzes and determines the critical path jobs.
- Ensures all weekly planner / operations specialist schedules are accurate and managed.
- Audits to ensure schedule standards and expectations are met.
- Willingness to work additional overtime at area outages, major shutdowns, and subsequent start-ups in alignment with department average.
- Supports scheduling of Area outages and facilitates shutdown meetings as assigned in their respective planning area.
- Accountable and responsible for area and major shutdown footprint.

Qualifications and Experience

- High School Diploma or equivalent.
- Red Seal Journeyperson an asset.
- Engineering Technologist or Mechanical Engineer Certification will be considered an asset.

Candidates should also have:

- Plant operation knowledge.
- Strong Coordination Skills
- Strong background and knowledge in operations related to the Pulp and Paper industry.
- Capability to work in a fast-paced environment.
- Strong understanding of scheduling tools.
- Strong understanding of the Maintenance Work Process.



- Proficient with Microsoft Office (specifically Excel and Project) and a computerized maintenance management system.
- Excellent Communication and organizational skills.
- Experience with scheduling for multiple teams and talking to several teams at once.

Featured Benefits of Working with Us

- We offer our full-time team members a **comprehensive benefit plan**, as well as a Defined Benefit Pension Plan with company matched RRSP and Flexible Pension Plan options. We also offer an employee assistance program, life insurance, short and long term disability.
- We like to provide you with ample time to enjoy your life. This role works four **10-hour days a week** (i.e. Monday - Thursday) from 7:00 a.m. - 5:00 p.m. This means you will enjoy a **3-day weekend** every week.
- Compensation is based on experience, qualifications and competency with an hourly rate range of **\$52.66-\$60.03**, plus a 5% Average Regular Premium (ARP), with overtime being paid at double the hourly rate. You will also start with **three weeks** (120 hours) of annual vacation, prorated based on your start date.

Application Process

Submit your resume to our HR Dep't by September 30, 2025 quoting competition number CN 2548

By Mail: Mercer Peace River, Postal Bag 4400, Pulp Mill Site, Peace River, AB, T8S 1V7

Courier Shipments: #1 Pulp Mill Site Road By Email: career.mpr@mercerint.com

We are an Equal Opportunity Employer