

## MINE SAFETY & HEALTH ASSISTANT DIRECTOR

Work involves the supervision, coordination, administration, and management of professional employees engaged in enforcement and implementation of the provisions of the North Carolina Mine Safety & Health Act (Chapter 74, Article 2A) and the rules and regulations pertaining to mine and quarry operations under Chapter 95 Section 11 (e) & (f) of the state general statutes which establish the North Carolina Department of Labor. The employee supervises employees in a statewide program. Employee trains, supervises and reviews the fieldwork of the Mine Safety & Health Representatives. Work is performed under the general supervision of the Mine Health & Safety Director.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning – Employee participates, with the Director, in establishing the Bureau's long and short-term goals and objectives as they relate to operational procedures. Employee plans or assists Mine Safety & Health Representatives in planning all activities including priorities, deadlines, and goals. This includes balancing workloads and establishing priorities in order to assure prompt reaction to inquiries, requests for training and technical advice, and complaints. Schedules and coordinates activities in conducting training programs that require more than one trainer or that involve providing training to those outside of mining industry.

Organizing and Directing – Employee monitors and reviews Mine Safety & Health Representative's schedules for training and inspections. Employee may make minor adjustments in work methods or procedures and may direct adjustments in work schedules or workflow in response to inquiries, requests for training, technical advice and/or complaints.

Budgeting – Employee is responsible for operating within the established budget and recommends new budget needs such as training materials, equipment and staffing needs to the Director. Employee provides direct input to the Director with recommendations for expansion budget proposals and justification of needs provided to Deputy Commissioner.

Training – Employee orients new employees and performs initial and on-going informal and formal training to the Mine Safety & Health Representatives in all phases of technical fieldwork. Employee is responsible for updating staff relative to new policies, procedures and methods, planning in-service training sessions and evaluating staff performance to determine effect of formal and informal training programs. Employee directly participates as a co-trainer and provides on-the-job training to employees with regard to educational instruction technique.

Setting Work Standards – Employee develops internal policies and procedures for staff based on production goals and quality standards. Employee assures that all policies, procedures and work standards are carried out. Employee drafts or recommends changes to operations, procedures and work plans, which provide instructions for Mine Safety & Health Representatives relative to program strategies and general policies and procedures.

Reviewing Work – Employee regularly audits the performance of the Mine Safety & Health Representatives through on-site observations, review of inspection reports and schedules, staff meetings and supervisory conferences.

Counseling and Disciplining – Employee conducts counseling sessions and is involved in both informal and formal disciplinary actions for field staff. Guidance is received from the Mine Safety & Health Director and Human Resources as needed on formal disciplinary actions.

Performing Other Personnel Functions – Employee interviews applicants and participates in the selection process. Employee conducts annual performance evaluations and makes recommendations regarding salary adjustments and increases.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The overall work is relatively stable. Work is performed independently with responsibility for interpretation of official policy, legislation, court decisions, and administrative and policy interpretations related to changes in regulations and mine safety and health laws and periodic changes in mining methods.

Variety of Work Supervised - Employee provides both technical and administrative supervision to Mine Safety & Health Representatives in training programs, enforcement of safety and health standards and standards of inspection methods.

Number of Employees Responsible For - Employee supervises six Mine Safety & Health Representatives each assigned a geographic area of the entire state.

III. EXTENT OF SUPERVISION RECEIVED - Employee submits reports and meets with the Director on a regular scheduled basis. Major problems or changes to immediate objectives, projects, and methods of operation, organization, personnel and program design are discussed with the Director.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Working hours are usually 40 per week with daily schedules fluctuating in accordance to the schedules of mine operations. Employee is on call 24 hours in the event of a mine emergency.

Fluctuating Work Force - N/A

Physical Dispersion of Employees – Employees are home based and are located throughout the state.

V. RECRUITMENT STANDARDS:

Knowledge, Skills and Abilities - Thorough knowledge of the State and Federal laws, regulations and safety and health standards governing mines, quarries and related operations. Considerable knowledge of the technical operations and safety practices of the mining industry and the handling of explosive materials. Ability to understand and interpret laws, standards, and regulations applicable to the mining industry. Ability to establish and maintain effective working relationships with management, State and Federal officials, and the general public. Ability to communicate effectively in written and oral form. Ability to train and supervise the work of others.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a degree in mining or geological engineering, geology, or a related curriculum and four years of experience including two years experience in the inspection of mines and quarries; graduation from high school and seven years of experience in mining and quarry work including two years of mine and quarry inspection work and one of administrative duties; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this classification and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this classification, but may not be applicable to all positions.