

## MINE SAFETY & HEALTH REPRESENTATIVE

This is inspection, training, consultative and regulatory work in the enforcement of health and safety standards, the state's labor laws, and the Department of Labor's regulations governing the mining industry.

Employees inspect a variety of mining operations working to assist in eliminating serious injuries and fatalities. Employees also provide training in the handling and use of explosives for any requesting industry. The work is administered under Chapter 74-24.1 through 74-24.20 and the rules and regulations of Chapter 95, Section 11(e) & (f) of the North Carolina General Statutes. The General Statutes give the Mine & Quarry Bureau jurisdiction over all occupational safety and health laws, rules and regulations in relation to the mining operations in North Carolina. Work is accomplished by evaluating the safety and health programs at each mine site in an assigned region and involves consultation, education, training and inspection. Work is performed under the general supervision of the Mine Safety & Health Assistant Director.

### I. DIFFICULTY OF WORK:

Variety and Scope – Employees complete physical inspections of the operation, review records, make visual observation of employees, communicate with employees and management assessing attitudes and understanding of safety practices and regulations. Employees make recommendations to management for training in areas deemed deficient. Inspection results are documented in a written report. Employees provide on site and classroom training. They provide consultative services to employers in development or improvement of their safety programs, technical assistance in correction or elimination of unsafe conditions, and conduct health surveys for noise levels and air quality. Employees conduct safety meetings (scheduled and unscheduled) and investigate accidents and complaints.

Intricacy – Employees provide specific training programs addressing unusual problems, emerging trends, changes in rules, regulations and laws. Training can involve in-depth study for development of programs for specific needs or operations that range in duration from a few hours to two weeks. Actions are based on analysis of information gained from physical inspections and communications with employees and employers with application of occupational safety and health laws for general industry and specific mining industry laws.

Subject Matter Complexity – Employees must have a full understanding of all occupational safety and health rules, regulations and laws as they apply to the mining industry. Work requires complete understanding of training and teaching methods for groups ranging in all levels of education and abilities.

Guidelines – Federal Mining Industry rules and regulations and Federal Occupational Safety & Health laws are clearly defined. Some specific guidelines used are Mine Safety and Health Administration CFR 30, parts 1 to 199, Mine Safety and Health Act of 1977, Mine Safety and Health Program Policy Manual, National Electrical Code, American National Standards Institute, Institute of Makers of Explosives, and rules and regulations promulgated by the North Carolina Department of Labor.

### II. RESPONSIBILITY:

Nature of Instructions – Employees work with a high level of independence following general instructions provided by the Assistant Director and Director. Changes in policies, procedures, and short or long-term goals are communicated through annual performance reviews, staff meetings, and formal and informal discussions. Employees exercise considerable independence in determining schedules and methods used to meet the needs of each mining operation. Technical problems are solved with input from Assistant Director, Director and from consultation with other employees.

Nature of Review – Work is reviewed by periodic direct observation in the field and classroom, review of inspection reports, reports from clients served and from the success of the program.

Scope of Decisions – Employees have authority to independently shut down operations. Decisions made are limited to the mining industry but can have a broad range affect on people and operations. A shut down can affect other businesses that depend on the mining operation for products.

Consequence of Decisions - Primary purpose of position is to ensure safety and health of employees in the mining industry. Poor performance and error could result in serious injury or death of others. Consequence of decisions can be significant.

### III. INTERPERSONAL RELATIONSHIPS:

Scope of Contacts – Contacts are broad covering all levels of employees in the mining industry with multiple educational and cultural backgrounds. Scope extends beyond mining industry and the state. Employees provide training in the handling and use of explosives for any requesting industry. Employees also provide training that leads to the certification of participants as a Mine Safety & Health Administration Approved Instructor-Surface Mines. Participants include representatives from other states and countries.

Nature and Purpose – Objectives of the work is to obtain concurrence, cooperation or approval of employees and employers. The most successful safety and health programs are those that are voluntarily administered. Employees are an administrative arm of the government with full authority for inspection and enforcement but the focus of work is one of consultation and training.

### IV. OTHER WORK DEMANDS:

Work Conditions – The mining industry is one of the most dangerous in the state. Working conditions can be considerably disagreeable with exposure to extreme temperatures, toxic atmospheric conditions, deafening noise, toxic chemicals, explosives, electrical hazards, heavy equipment and machinery, and unsafe ground conditions. Work involves a high degree of travel with potential for accidents. Training programs may be conducted in small conference rooms or college classrooms.

Hazards - Employees are exposed to hazards that mining employees are exposed to. As in the mining industry, there is potential for accidents that could easily result in death. Exposure is periodic and requires close attention by employees to insure their own safety while working to ensure the safety of mining industry employees.

### V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Considerable knowledge of the technical operations and accepted safety and health practices in mining, safety and health laws and standards and training regulations governing the mining industry. Working knowledge of operations involved in the processing of minerals. Considerable knowledge of principles and techniques of effective instruction. Ability to communicate effectively in oral and written form. Ability to motivate mine management officials, miners and other workers and to maintain effective working relationships with mine management officials, miners and the public. Skill in the use of computer equipment.

Minimum Training and Experience Requirements – Graduation from a four-year college or university with a degree in geology, mining or geological engineering, or related curriculum and two years of related mining work; or graduation from high school and five years of progressive experience in mining; 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 under ADA. Examples of work are primarily essential functions of the majority of positions in this classification, but may not be applicable to all positions.