

Class Concept

The position is responsible for planning, coordinating, and evaluating a statewide program ensuring the enforcement and implementation of the provisions of the North Carolina Mine Safety & Health Act (Chapter 74, Article 2A) and the rules & regulations pertaining to mine & quarry operations under Chapter 95 Section 11 (e) & (f) of the state general statutes which establish the North Carolina Department of Labor.

Work is performed independently under the general supervision of a Deputy Commissioner and evaluated through periodic conferences and reports for the effectiveness of the statewide mining health and safety program. The position serves as the final program level authority in hearing appeals of regulatory actions, determining violation cases to be prosecuted in the courts, and the interpretation of standards and regulations. Director establishes the Bureau's long and short-term goals/objectives, develops standards, policies and procedures, and recommends budget needs for the Bureau.

As Supervisor, position is responsible for overseeing development of a program strategy for enforcing the North Carolina Mine Safety & Health Act and for informing both employers and positions on their provisions. Position evaluates personnel requirements and recommends the employment, transfer or reduction of positions in order to meet workload fluctuations. Operating methods and procedures are changed in order to expedite processing of the Bureau's business to insure goals are met.

Position directly supervises four Mine Safety & Health Representatives, each with a geographic area of the entire state, and one Admin Assistant. Position provides orientation and training programs developed for all staff. Position oversees the development of individual work plans and training needs, conducts annual performance evaluations and makes recommendations regarding salary adjustments for the Bureau staff. Position reviews all aspects of the Bureau's work assuring conformance with the organization's goals and mission. Work includes reviewing inspection methods and reports of Mine Safety & Health Representatives to assure that quality, quantity and timeliness of work meet with the Bureau's work standards. NC Driver's License is required for travel in position.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of State and Federal laws, regulations, and safety and health standards governing mines, quarries and related operations.
- Considerable knowledge of technical operations and safety practices of the mining industry and the handling of explosive materials.
- Considerable knowledge of State laws and regulations relating to employment practices in mining operations.
- 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 Education and Experience

Bachelor's degree in mining or geological engineering, geology, or a related curriculum from an appropriately accredited institution and five years of experience including two years of experience in the inspection of mines and quarries;

High school or General Educational Development (GED) and seven years of experience in mining and quarry work including two years of mine and quarry inspection work and two years of administrative duties; or an equivalent combination of training and experience.