

OCCUPATIONAL GROUP: Environmental and Natural Resources

CLASS FAMILY: Mining

CLASS FAMILY DESCRIPTION:

This family of positions includes those whose purpose is to administer examinations to mine personnel or to perform inspections on various types of mining operations in order to verify compliance with statutes, regulations, policies, procedures and guidelines.

CLASS TITLE: Mine Electrical Inspector

DISTINGUISHING CHARACTERISTICS:

Under general supervision, inspects all electrical systems and equipment in and around mines to determine compliance with mining laws and regulations and to assure safe operations and work practices are followed. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Inspects all electrical equipment and machinery within the mine using amp-meters, volt-ohm meters, diode testers, filler gauges and other equipment to determine compliance with mine laws and regulations and to ensure safe working conditions.
- Inspects preparation plants and surface structures for electrical hazards.
- Investigates serious and fatal accidents to determine cause.
- Writes reports on findings from inspections and investigations.
- Issues notices of violations to mine operators and unsafe workers.
- Checks for proper certification of employees operating electrical equipment and oversees work practices to ensure safe operations.
- Reviews electrical records to assure proper testing and maintenance of mining equipment and facilities.
- Prepares training materials and administers electrical certification test to prospective coal mine electricians.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of state and federal laws and regulations pertaining to mining.
- Knowledge of the technical operations, machines, tools, electrical system and standard practices of mines.
- Knowledge of occupational hazards and applicable precautionary measures.
- Knowledge of the state and national electrical codes.
- Ability to understand and apply laws and regulations pertaining to mining.
- Ability to inspect electrical systems and write technical reports on findings.

- Ability to operate and read testing devices used in electrical testing.
- Ability to calculate and interpret electrical test results.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively both in orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in Mining Technology, Electronics, a natural or applied science or closely related field.

Experience: Five years of full-time or equivalent part-time verifiable experience of practical electrical experience in coal mines, at least two years of which have been in mines in this state, or a degree in electrical engineering from an accredited electrical engineering school and three years of practical electrical experience in underground coal mining.

Education and/or Experience substitution: Four years of full-time or equivalent part-time verifiable experience in practical electrical mining experience may be substituted for the required training.

Certifications, Licenses, Registrations: Electrician's certification and a valid license to operate a motor vehicle.

SPECIAL REQUIREMENTS PER HOUSE BILL 4491:

(1) A citizen of West Virginia, in good health, not less than twenty-four years of age, of good character and reputation and of temperate habits;

(2) Practical electrical experience means the performance of duties requiring a person to be a certified electrician prior to actually performing such duties.

Must pass required examination with an average grade of at least 90%. Examination administered by the Mine Inspectors' Examining Board.

Class Title: Mine Personnel Examiner

DISTINGUISHING CHARACTERISTICS:

An employee in this class administers safety examinations to mine personnel. Work is performed under the direct supervision of the district inspector. The position requires travel to mines throughout the State on a regular basis. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Administers to mine personnel a series of tests necessary for safety certification.
- Arranges for the test site locations; brings material and equipment needed to conduct tests.
- Instructs miners in the use of the self-rescuer, methane detectors, and safety lamps; tests miners on the use and knowledge of this equipment.
- Grades and records the results of examinations; notifies applicants by mail of test results.
- Works with mine rescue and first-aid teams.

- Acts as an official or in some other capacity at State and national first-aid and mine rescue contests.
- Prepares reports.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of mines, mining methods, mine ventilation, and safety practices.
- Knowledge of State and Federal laws regulating mining.
- Knowledge of standard mining equipment related to safety.
- Skill in demonstrating safety procedures and equipment.
- Ability to administer and grade examinations.
- Ability to prepare reports.
- Ability to construct tests using reference materials and current standards and regulations.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard four-year high school.

Experience: Five years full-time or equivalent part-time verifiable experience in mining, first aid or mine rescue work, or in a related capacity which included experience with the dangerous gases found in coal mines.

Education and/or Experience Substitution: None.

Certifications, Licenses, Registrations: None

CLASS TITLE: Mine Rescue Coordinator

DISTINGUISHING CHARACTERISTICS:

Under minimal supervision, coordinate all agency operation and training matters relating to mine rescue. Will personally develop and implement mine rescue training and preparedness programs for agency mine rescue teams. Will have responsibility to ensure that agency mine rescue equipment is operational and ready at all times. Will require travel. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Trains mine rescue personnel in techniques necessary to handle mine explosions and fires.
- Inspects mine rescue stations to see that they are properly maintained and equipped.
- Plans and coordinates all agency matters relating to mine rescue contests.
- Supervises agency mine rescue practices and preparatory work.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of mine rescue techniques and procedures.
- Knowledge of mine gases and ventilation methods.
- Knowledge of mine rood support methods.
- Knowledge of state and federal mine safety requirements.
- Ability to operate mine rescue apparatus.
- Ability to safely operate a motor vehicle.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard four-year high school or the equivalent.

Experience: Five years of full-time or part-time verifiable practical experience in coal mines, at least two years of which must have been in mines in this state, PROVIDED, that graduation from an accredited college of mining engineering may be considered the equivalent of two years of practical experience.

Education and/or Experience Substitution: None

Certifications, Licenses, Registrations: A valid license to operate a motor vehicle. Must have a mine rescue instructor certificate and extensive experience in mine rescue.

SPECIAL REQUIREMENTS PER HOUSE BILL 4491:

- (1) A citizen of West Virginia, in good health, not less than twenty-four years of age, of good character and reputation and of temperate habits;
- (2) A person who has had practical experience with dangerous gases found in coal mines; and who has a good theoretical knowledge of mines, mining methods, mine ventilation, sound safety practices and applicable mining laws and rules; and
- (3) A person of who possesses a WV mine foreman-fireboss certification; or a person who has had at least three years of experience as an actual working team member of a mine rescue team, or at least three years of experience as a member of a first aid team or emergency medical technician; or a person who has had at least three years of experience as a mine safety director, or the equivalent as approved by the Mine Inspector's Examining Board or a person who has had at least three years of experience as an active member of a mine safety committee. Must pass the required examination administered by the Mine Inspector's Examining Board with an average grade of at least 80%.

CLASS TITLE: Mine Safety Instructor

DISTINGUISHING CHARACTERISTICS:

Under general supervision, coordinates training of mine rescue teams in health and safety practices and mine rescue procedures involving mine explosions and fires. Work requires some travel. Duties may involve moderate lifting (up to 50 pounds) and exposure to common hazards of underground mining. Performs related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Trains mine rescue personnel in the techniques of rescue involving mine explosions and fires; trains in the use of rescue involving mine explosions and fires; trains in the use of rescue equipment and safety procedures.
- Inspects mine rescue stations to ensure they are properly maintained and equipped.
- Collaborates on the review and update of mine certification examinations.
- Reviews and issues miner's certificates and/or rescue training cards as appropriate.
- Records, updates and retrieves data on examinations, contests and other activities as required;
- Writes reports and writes recommendations for training content.
- Selects mine rescue and first aid problems for contests.
- Represents the division at various meetings of state, federal and industry officials.
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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of mine rescue techniques and procedures.
- Knowledge of mine gases and ventilation methods.
- Knowledge of roof support methods
- Knowledge of state and federal mine safety laws.
- Ability to operate mine rescue apparatus.
- Ability to teach and administer proper first aid.
- Ability to safely operate a motor vehicle.

MINIMUM QUALIFICATIONS:

Education: Graduation from a four year high school or the equivalent.

Experience: Five years of full-time or part-time verifiable practical experience in coal mines, at least two years of which must have been in mines of this state, PROVIDED, that graduation from an accredited college of mining engineering may be considered the equivalent of two years of practical experience.

Certifications, Licenses, Registrations: A valid driver's license and mine rescue instructor certificate are required.

SPECIAL REQUIREMENTS PER HOUSE BILL 4491:

(1) A citizen of West Virginia, in good health, not less than twenty-four years of age, of good character and reputation and of temperate habits;

(2) A person who has had practical experience with dangerous gases found in coal mines; and who has a good theoretical and practical knowledge of mines, mining methods, mine ventilation, sound safety practices and applicable mining laws and rules; and

(3) A person who possesses a WV foreman-fireboss certification; or a person who has had at least three years of experience as an actual working team member of a mine rescue team, or at least three years of experience as a member of a first aid team or emergency medical technician team; or a person who has had at least three years of experience as the safety director or the equivalent as approved by the MIEB of a mine; or a person who has had at least three years of experience as an active member of a mine safety committee.

Must pass the required examination with a grade of at least 75%, or an overall combined

average score of 80%. Examination administered by the Mine Inspectors' Examining Board.

CLASS TITLE: Surface Mine Inspector

DISTINGUISHING CHARACTERISTICS:

Under general supervision, inspects surface mine operations, equipment and surface effect is to determine compliance with health and safety laws and regulations. Inspects permits and areas proposed for mining, permanently closed mines and working mines.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Inspects surface mine operations, equipment and surface effects to determine compliance with mining health and safety laws and regulations.
- Writes reports on findings of investigations and inspections.
- Reviews mining permit applications to ensure application contains all necessary information in a correct form.
- Investigates serious and fatal accidents to determine causes.
- Investigates complaints from citizens to determine if violations exist.
- Confers with mine operations and authorities concerning safety violations and their corrections, and performs follow-up inspections.
- Issues notices of safety violations to operators and may issue cessation orders to stop production if violations are not corrected.
- Tests water quality of discharge from permit area and receiving watershed.
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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of state and federal laws and regulations pertaining to surface mining, reclamation and related fields.
- Knowledge of the technical operations and safety practices of surface mining operations.
- Knowledge of surface mining equipment function and repairs.
- Knowledge of permits, forms and procedures necessary for opening and closing surface mines.
- Ability to understand and apply laws and regulations relating to surface mining.
- Ability to investigate, prepare technical reports on findings and make recommendations in a concise manner.
- Ability to perform chemical field tests and submit confirming samples for laboratory analysis.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in a natural or applied science or closely related field.

Experience: Five years of full-time or part-time verifiable experience in coal mines, at least two years of which must have been in surface mines in this state, **PROVIDED**, that graduation from any accredited college of mining engineering may be considered the equivalent of two years of practical experience.

Education and/or Experience Substitution: Four years of full-time or equivalent part-time verifiable employment in surface mining, natural resource management, natural resource law enforcement or closely related field

Certifications, Licenses, Registrations: Must possess a valid license to operate a motor vehicle.

SPECIAL REQUIREMENT PER HOUSE BILL 4491:

(1) a citizen of West Virginia, in good health, not less than twenty-four years of age, of good character and reputation and of temperate habits;

(2) A person who has a good theoretical and practical knowledge of surface mines, surface mining methods, sound safety practices and applicable mining laws and rules. Must pass a required examination with a grade of at least 75%, or an overall combined average score of 80%. Examination administered by the Mine Inspectors' Examining Board.

CLASS TITLE: Underground Mine Inspector

DISTINGUISHING CHARACTERISTICS:

Under general supervision, inspects all areas and equipment in and around underground mines within an assigned district to determine compliance with safety and health laws and regulations. May specialize in mine roof inspection. May be required to be a member of a mine rescue team or perform related duties. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Inspects underground mine working conditions, equipment, airways, haulage ways, work practices, mining operations and all mining procedures for compliance with federal and state laws and regulations.
- Writes reports on findings from investigations and inspections.
- Investigates serious and fatal accidents to determine cause.
- Issues notices of safety violations to mine operators and unsafe workers.
- Observes miners work practices to determine compliance to safety standards.
- Prepares written applications for mine openings, blasting permits and other mine related permits.
- Investigates mine fires, explosions and other accidents to determine cause.
- Gives miner's certificate test to apprentice miners.
- Gives a gas examination test to personnel using methane detectors.
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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of state and federal laws and regulations pertaining to underground mining.
- Knowledge of the technical operations and safety practices of underground mines.
- Knowledge of mining hazards and applicable precautionary measures.
- Ability to understand and apply laws and regulations pertaining to underground mining.
- Ability to investigate and prepare technical reports on findings.
- Ability to make recommendations to mine operators on corrections for unsafe mine practices and conditions.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in a natural or applied science or closely related field or graduation from an approved reclamation technology program.

Experience: Five years of full-time or equivalent part-time verifiable practical experience in coal mines, at least two years of which have been in mines of this state, PROVIDED, that graduation from any accredited college of mining engineering may be considered the equivalent of two years of the practical experience.

Education and/or Experience Substitution: Four years of full-time or equivalent part-time verifiable employment in underground mining, natural resource management, natural resources law enforcement or closely related field may be substituted for the above training on a year for year basis.

Certifications, Licenses, Registrations: Must pass a physical examination and periodic physical examination(s) after employment.

SPECIAL REQUIREMENTS PER HOUSE BILL 4491:

(1) A citizen of West Virginia, in good health, not less than twenty-four years of age, of good character and reputation and of temperate habits;

(2) A person who has had practical experience with dangerous gases found in coal mines; and

(3) A person who has a good theoretical and practical knowledge of mines, mining methods, mine ventilation, sound safety practices and applicable mining laws and rules.

Must pass required examination with a grade of at least 75%, or an overall combined average score of 80%. Examination administered by the Mine Inspectors' Examining Board.