

**VACANCY ANNOUNCEMENT
OKLAHOMA DEPARTMENT OF MINES**

Announcement Date: November 6, 2015
Position: Technical Bonding Analyst
Salary: \$38,000 to \$43,000
Location: Oklahoma City Office – ODM
Announcement Closing Date: November 30, 2015

Expected Duties or Job Description:

1. Review coal mining and reclamation permits and revisions from an engineering standpoint for compatibility with State and Federal regulations.
2. Review and calculate performance bonds for permits, revisions, and bond releases to ensure sufficient bond amount for “worst case” reclamation by a third party.
3. Calculate, interpret, and analyze data including, but not limited to, sediment ponds’ design and elimination, overland flow and stream diversions, surface topography, spoil handling, haul roads and mine facilities.
4. Conduct field investigations to facilitate permit review and bond calculation estimates; travel to mine sites is required.
5. Provide technical assistance to mining companies, inspectors, and consultants concerning compliance with the regulations.
6. Coordinate and provide technical assistance on computers to ODM employees and maintain the networking systems.
7. Write policies and guidelines as they relate to engineering and bonding aspects of the coal mining regulations.
8. Designs and produces plans and specifications for reclamation of bond forfeiture sites considering the reclamation plan, available funds and landowner concerns and wishes. Conducts field investigations and calculates an estimated cost to do reclamation work.

Desired Knowledge and Skills:

1. Knowledge of bond amount or cost estimate calculations;
2. Knowledge of channel and sediment control structure design;
3. Knowledge of and skill in using computer software applications, including networking systems, GPS and AutoCad;
4. Skill in reading and interpreting maps;
5. Skill in technical report writing;
6. Skill in conducting field investigations and communicating findings both orally and in writing; and
7. Ability to work as a member of a technical review team.

Minimum Qualifications:

B.S. degree from an accredited college or university in mining, civil, or agricultural engineering. Two years of mining, regulatory, or related experience desired. Oklahoma Driver’s license. No P.E. license required.

If you wish to apply for this position please submit your resume and a statement as to how you qualify for this position to Rick Bullard, Oklahoma Department of Mines, 2915 N. Classen Blvd., Suite 213, Oklahoma City, OK 73106 – or you may email your resume and statement to rick.bullard@mines.ok.gov

NO TELEPHONE CALLS PLEASE

The Oklahoma Department of Mines is an Equal Employment Opportunity Employer