

VACANCY ANNOUNCEMENT
OKLAHOMA DEPARTMENT OF MINES
(UNCLASSIFIED)

Announcement Date: June 7, 2011
Position: Mine Inspector I
Salary: \$30,000-\$36,000 annually
Location: Statewide
Announcement Closing Date: July 1, 2011

EXPECTED DUTIES

- Make periodic and unexpected inspections of mine sites to verify operations are according to established mine plan and in compliance with health and safety regulations.
- Statewide Travel approximately 80% of work week.
- Review permits, reclamation plans, and applications as submitted.
- Maintain files on all mines sites in assigned area including inspection logs and mine site progress.
- Investigate citizen complaints of non-compliance and issue violation notices, cessation orders and advise on appropriate enforcement actions when necessary.
- Collect and preserve evidence for enforcement actions and document facts of violations.
- Prepare and present evidence in cases at hearings when necessary.
- Prepare reports and required documentation within given time frame.
- Advise Minerals Administrator of all situations requiring technical assistance.
- Perform other duties as required by the Minerals Administrator.

KNOWLEDGE, SKILLS AND ABILITIES

- Moderate physical activity to inspect mine sites including walking and standing on unpaved, rough terrain.
- Skill in maintaining effective working relationships in a clear and tactful manner with government representatives, private industry representatives and private citizens.
- Ability to present information in a clear and concise manner in both written and oral manner.
- Ability to read and interpret law, regulations and industry standard rules.
- Working knowledge of wordprocessing applications.

MINIMUM QUALIFICATIONS

- A valid Oklahoma driver's license with a good driving record.
- Any one of the following:
 - A Bachelor's degree from an accredited college or university in a natural science, health and safety, environment protection or reclamation.
 - An Associates degree and 2 years of field experience in an applicable industry.
 - Four years experience in an applicable industry as an inspection capacity and received specialized training in health and safety and/or reclamation.

To apply for this position, please submit State of Oklahoma employment application, cover letter and resume to: Confidential Documents; Personnel Office, Oklahoma Department of Mines, 2915 N. Classen Blvd., Suite 213, Oklahoma City, OK, 73106 or submit in electronic format to: doug.schooley@mines.ok.gov AA/EEO Employer