

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Chief Mine Inspector		<b>Class Code:</b> 001GG3
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> PAT 3	<b>Effective Date:</b> 8-7-13
	<b>Summary:</b> The Chief Mine Inspector will be essentially involved in onsite mine inspections for all underground coal mines in Indiana, assisting the Director with mine rescue and maintenance of mining equipment housed at the Bureau of Mines. The chief inspector will train and keep updated on any changes in mining laws and safety regulations that will benefit the miners of this state.		

**Duties:**

- Conducts and thoroughly documents inspections of all underground coal mines in Indiana in accordance and cooperation with federal Mine Safety and Health Administration (MSHA) and in compliance with Indiana statute;
- Serves as a liaison between the Bureau of Mines and the mining industry;
- Assists in maintaining all mine equipment and be knowledgeable in equipment operation;
- Assists in quarterly certification testing each quarter;
- Complies with division-specific work plan;
- Presents Bureau of Mines related material to interested parties;
- Be open and suggestion-oriented to help better educate industry personnel;
- Performs related duties as required.

**Job Requirements:**

- Per Indiana Code, 22-10-1.5, it is required that the incumbent be a United States Citizen and a resident of the State of Indiana, have a minimum four years of experience in underground coal mines and possess an Indiana mine foreman certificate;
- Chief Mine Inspector must have three (3) years underground mining experience and Indiana mine examiner certification;
- Specialized knowledge and the ability to interpret and apply laws relevant to the Bureau of Mines;
- Possess practical knowledge of the different systems of working and ventilating coal mines, the nature, chemistry, detection and control of noxious, poisonous and explosive gas;
- Possess practical knowledge of the dangers incident to blasting and prevention of these dangers, the application of electricity in mining operations and the methods for controlling and extinguishing mine fires;
- Specialized knowledge of mine rescue and recovery following mine disasters;
- Thorough knowledge of the structure and programs of the Indiana Department of Labor;
- Demonstrated ability to lead as well as manage change, openly support change and motivate others to support change;
- Ability to implement policies, procedures and programs;
- Technical knowledge of the coal mining laws of Indiana;
- Possess an MSHA approved underground electrical card;
- Possess practical knowledge and the ability to interpret and apply laws relevant to the Bureau of Mines:
- Must have the ability to discern the violations that are present in mining operations and be able to cite and have corrected such violations that are in violation of the coal mining laws of Indiana and which may be a danger to any worker;
- Ability to be firm, practical and impartial when dealing with both internal and external clients;
- Excellent verbal and communication skills and strong computer skills;
- Valid Indiana driver's license and clean driving record;
- Ability to maintain confidentiality.

**Difficulty of Work:**

Incumbent exercises extensive judgment and ingenuity to adapt to the division's goals and objectives and to handle complex and significant variables which are unique to the division's programs and practices. Responsibilities of incumbent involve numerous and exceptionally complex tasks requiring extensive levels of decision-making utilizing considerable knowledge of the overall function and objectives of the Bureau of Mines' initiatives.

**Responsibility:**

Incumbent writes and makes necessary revisions specific to the Bureau of Mines' Division policy and procedures within the agency. Incumbent works independently to identify and implement changes. Incumbent's work is scrutinized by its overall effectiveness to agency pursuance of the strategic mission. The incumbent is responsible for the interpretation of federal code, state law, regulations, rules and procedures as well as recommending corrections to administrative, legal and regulatory measures or actions.

**Personal Work Relationships:**

Incumbent will work and communicate closely with the mining community; mine rescue team, mining board and mining partners. The incumbent will also work with various contacts in other state agencies on behalf of the Commissioner of Labor

**Physical Effort:**

Carrying up to 40 pounds of equipment in both office and field settings is required. Field work requires substantial walking above and under ground, typically over rugged terrain or multiple stair flights.

**Working Conditions:**

Approximately 50% of the work conducted by the incumbent is performed in a traditional office setting. Field work can involve unpleasant and dangerous situations commonly found in the mining industry, such as moving equipment, machinery and chemical exposure. Travel on behalf of the Indiana Department of Labor will include, but not be limited to; public presentations and conferences, training and education and off-site meetings with Bureau of Mines interested parties. On occasion, research, symposiums and training may require travel in and out of state for up to a week.