



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MINE SAFETY SPECIALIST BRANCH MANAGER

Job Number: 21000578

Job Code: 31440V140601

Job Group: 3100 - ENERGY PRODUCTION INSPECTION

Job Established: 06/01/2014

Job Revised:

Grade: 17	Salary (MIN - MID):	Special Entrance Rate:
	\$24,055-\$31,869 - Hourly	NONE
	\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary	NONE
	\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees responsible for mine safety inspection, mine safety analysis, miner training education and certification activities within a geographic branch; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have five (5) years experience in coal mines in Kentucky plus ten (10) years experience in a regulatory agency completing mine inspections and/or analysis and/or mine safety instruction including five (5) years experience serving as a working member on a mine rescue team (MRT).

Substitute EDUCATION for EXPERIENCE:

Graduate of a college or university with a bachelor's degree in mining engineering will substitute for two (2) years of the required experience in coal mines in Kentucky OR graduate of a college or university with an associate's degree in mining technology will substitute for (1) year of the required experience in coal mines in Kentucky.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be a Kentucky Certified Mine Inspector and a Kentucky Certified Mine Foreman by the Kentucky Department for Natural Resources. Must possess a valid driver's license. For additional information refer to: <http://minesafety.ky.gov> Must maintain all

required certifications as identified in Special Requirements for the length of employment in the job title. Must maintain a valid driver's license and pass random drug screening tests for the length of employment in this job title. Must maintain all required certifications as identified in Special Requirements above for the length of employment in the job title. Must maintain a valid driver's license and pass random drug screening tests for the length of employment in this job title.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises all employees in region. Assigns workloads and ensures employees perform job duties. Consults with coal industry representatives and state and federal officials concerning safety issues relating to KRS 351 and 352 and federal mining laws and regulations. Attends technical meetings related to mine safety. Makes recommendations for revisions to statutes and regulations. Makes recommendations to the Director on ways to increase agency effectiveness in promoting safety. Recommends training and equipment needs. Performs special assignments as directed by the Director. Coordinates the training of new employees. Studies new mining methods and new equipment in relation to safety practices. Promotes, organizes, and teaches classes related to mine safety. Oversees records relating to class enrollment and provides statistics and reports to agency management. Tests new miners for miner certification. Monitors courses taught by companies, vocational schools, private individuals and part time instructors. Administers certification examinations to applicants for mine inspector, underground mine instructor, surface mine instructor, underground mine foreman and surface mine safety analyst. Oversees examinations to demonstrate the applicant's knowledge, skills, and abilities in specific areas such as mining law, first aid, ventilation, apparatus and electricity, fires and explosions, explosives and blasting, gases and general mining. Attends Mining Board meetings and Mine Safety Review Commission meetings as necessary. Conducts special safety investigations when requested by the Director. Assists with mine rescue and recovery work during and after accidents, fires or gas ignitions. Collects, analyzes and evaluates mine accident reports. Assists in the investigation of serious and/or fatal accidents to determine cause and recommends strategies to prevent future recurrence. Investigates complaints. Serves as contest official or judge at national, state and local mine rescue, first-aid and pre-shift contests.

UNIQUE PHYSICAL REQUIREMENTS:

The job may require persons to stand for extended periods of time and to walk or crawl long distances in a low coal environment for extended periods of time and traverse uneven and hazardous terrain in all weather conditions. The job may require persons to travel slopes/inclines of up to 15 degrees for extended periods of time. Persons must also be capable of lifting and carrying up to fifty pounds.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting with some work performed in a coal mining environment. The job may require persons to enter and travel within surface and underground coal mines to participate in accident investigation and inspection activities.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this job title may be required to submit to a drug screening test and a background test. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 CFR 115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.