

SENIOR MINING ENGINEER

DEFINITION: Under general direction, performs professional engineering work of considerable difficulty with responsibility to oversee the Nation's solid minerals program; provides expertise in surface mining and geo-technical engineering; oversees the revenue generating aspects of the program; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Conducts coal reserve evaluation, mine cost analysis, bond estimation and earthwork, and estimates for surface coal mining; reviews preliminary coal mining plans and lease applications for energy-related rights of way, including sand and gravel permits; monitors mining and energy exploration activities; assures mining activities conform with federal mining regulations; reviews federal mining regulations impacting mineral exploration and development on Indian land; provides opinion on subject mining regulations.

Conducts economic evaluation of mining and energy related proposals; evaluates company proposals and develops counter proposals; negotiates for optimum revenue return for the Nation; provides recommendations on prevailing royalty rates, bonds, terms and conditions for the protection and sale of resources; exercises discretionary effort in preventing theft of mineral resources; coordinates efforts with Resource Enforcement Department; maintains communication with industry representatives and officials of appropriate governmental agencies.

Enforces surface mining laws; assures mining operations are conducted in a manner to protect the environment; provides recommendation on resource recovery; assures lands disrupted are returned to a stable and ecological condition; develops Navajo Nation mining policies, procedures and reclamation guidelines; administers and is accountable for the Cooperative Grant Agreement with the U.S. Office of Surface Mining Reclamation and Enforcement (OSM); determines if technical reviews and inspections are conducted in a timely manner and in compliance with regulatory mining laws.

Assures safety measures are in compliance with the U.S. Mine Safety and Health Administration (MSHA), and/or with mine management and union representatives on safety issues; administers the grant agreement for training of mine workers, and Navajo Nation Mine Safety staff; inspects coal mines and sand and gravel operations; reviews, records, and updates data files of mineral sales and revenues received from coal, sand, and gravel, and major energy-related rights-of-way; recommends audits of payments; projects revenues from coal, energy related rights-of-way, and sand and gravel operations; advises the Director of shortfall or potential increase in revenues.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of mining engineer methods and practices related to mineral exploration and development.
Knowledge of economic principles as related to mining.
Knowledge of Federal and Navajo Nation laws, rules and regulations related to mining and energy development contracts, agreements, leases and projects.
Knowledge of management principles and practices.
Knowledge of research methods and practices.
Knowledge of economic forecasting measures and methods.
Knowledge of contract negotiations.

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Skill in analyzing legal mining proposals, contracts and agreement.
Skill in researching, analyzing and interpreting economic trends related to mining revenues.
Skill in developing supportive data, financial analysis and economic trends to assist in contract negotiation.
Skill in prioritizing, scheduling, assigning, reviewing and evaluating work.
Skill in verbal and written communication.
Skill in utilizing public relations techniques in responding to inquiries and complaints.
Skill in establishing and maintaining effective working relationships.
Ability to interpret complex federal mining laws.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves mainly general office environment with occasional site inspection of mining and drilling sites with potential exposure to extreme temperatures, toxic gases, fumes and chemicals.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Mining Engineering or a related field; and five (5) years mining engineering experience, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- A Master's degree in Mining Engineering.
- Surface coal mining experience.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Information:

Incumbent must obtain a valid Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.