

ASSOCIATE MINING ENGINEER

DEFINITION: Under general supervision, performs beginning level mining engineering work of a non-technical routine nature; performs a planned learning progression of the duties and responsibilities described at the next higher level of mining engineering functions; duties assigned are to familiarize incumbents with the more difficult mining engineering work; 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:

Carrie out assignments in accordance with detailed instructions and established programmatic guidelines; assists and supports upper level mining engineers and/or management staff in conducting coal reserve evaluation, mine cost analysis, bond estimation and earthwork, and estimates for surface coal mining; assists and relieves higher level scientific staff of most routine scientific work; applies academic theories learned in college environment regarding mining engineering.

Work involves minor routine phases of conducting economic evaluation of proposed mining and energy production; assists in evaluating proposed mining plans; recommends non-controversial counter response to company proposals; negotiates with senior staff in securing optimum revenue return for the Nation; assures contract provisions are adhered to; conducts studies of industrial and commercial outlook for minerals; gathers production statistics; analyzes market for mineral products.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the methods and practices of mining engineering.

Knowledge of economic principles and methods.

Knowledge of computer hardware, software and peripherals.

Skill in applying academic theory and basic principles of engineering as related to the mining profession.

Skill in establishing and maintaining effective working relationship with others.

Ability to interpret federal mining laws.

Ability of applying basic mathematical formulas to routine calculations.

Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work environment involves 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 closely related field of academic discipline.

PREFERRED QUALIFICATIONS:

- Some experience in mining engineering environment.

Supplemental Requirements:

Incumbent must obtain a 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.