

MINE SAFETY OFFICER

DEFINITION: Under direction, performs work of considerable difficulty enforcing compliance with Navajo Nation and Federal mine safety laws and regulations, including safety and health inspections to improve work environment in mines and sand and gravel operations; conducts mine safety and health trainings; 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 safety and health inspections; makes recommendations and works with mine management, state and federal governmental agencies to improve safety and health work environment; recommends procurement of health and safety tools and equipment; ensures proper use and operation of equipment; conducts mine safety and health training for mine workers pursuant to Title 30 of the Code of Federal Regulations (CFR), Parts 46 and 48.

Schedules, plans and implements training for mine workers in accordance with federal requirements; updates and presents training materials, manuals and information; prepares and maintains training records; provides on-the-job training and safety training; attends training and workshops.

Conducts investigations of serious and fatal accidents related to mining operations; prepares and maintains reports and records of all accidents; investigates and monitors loss or theft of mineral resources; prepares and maintains tools, equipment, supplies and vehicles to use; coordinates with other regulatory agencies for improving health and safety operations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation, federal, state laws, regulations, guidelines governing aspects of operations related to mine safety and health.

Knowledge of Navajo Nation mining and industrial operations, practices and procedures.

Knowledge of technical equipment and methods utilized in conducting accident investigations, mine safety and health inspections and providing training to mine workers.

Knowledge of instructional/training methods and practices.

Knowledge of computer hardware, software and peripherals.

Knowledge of research, analysis and interpretation of Federal and Navajo Nation laws, rules and regulations.

Knowledge of record keeping, file maintenance methods and practices.

Skill in inspecting mines and sand and gravel operations for violations of safety and health requirements.

Skill in investigating, preserving evidence related to accidents, fatalities or thefts of mineral resources.

Skill in utilizing verbal, written communications in the preparation and presentation of reports, training and information.

Skill in utilizing computer software to maintain records, create and update technical training manuals and materials.

Skills to analyze probable case of accidents and make recommendations.

Skill in utilizing public relations techniques when responding to requests, inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

Ability to use computer software related to training and mine inspections.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires carrying, lifting, loading, transporting a variety of technical or audio visual equipment to conduct training; ability to walk distances in mines and sand and gravel operations.

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MINIMUM QUALIFICATIONS:

- Two years of college education (48 college credit hours) in science or closely related field; and four (4) years of mine safety experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

PREFERRED QUALIFICATIONS:

- Prior experience as a mine safety and health inspector with MSHA.
- Possess Mine Safety and Health Administration (MSHA) Instructor Certificate.
- Certified to teach First Aid and issue First Aid Certificate.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; and obtain a Cardiopulmonary Resuscitation (CPR) Certificate within 180 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.