

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Mine Safety Inspector

**SERIES NO.:**

2471

**MAJOR AGENCIES:**

Natural Resources

**EFFECTIVE DATE:**

02/26/2012

**SERIES PURPOSE:**

The purpose of the mine safety inspector occupation is to conduct mine inspections, investigate accidents & enforce compliance with state mining laws.

At the lower levels, incumbents maintain mine safety equipment (e.g., self-contained breathing apparatus) used in cases of mine explosion / fire, inspect surface or underground mines & investigate accidents in order to determine adequacy of safety precautions & enforce industry compliance with mine safety regulations or inspect mine rescue equipment, train mine rescue crews & oversee mine rescue operations in case of disasters.

At the higher level, incumbents directly supervise mine safety inspection & rescue operations personnel & ensure effectiveness of state's mine safety inspection & enforcement program.

**CLASS TITLE:**

Mine Rescue Operations Coordinator

**CLASS NUMBER:**

24710

**EFFECTIVE DATE:**

11/17/2002

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of state mining & reclamation laws & safety practices inspection procedures & mine safety practices, principles of disaster training & operation of emergency mine rescue equipment in order to operate, inspect, repair, test & maintain rescue equipment (e.g., self-contained breathing apparatus) to ensure that all assigned equipment is maintained according to manufacturer's specifications, maintain mine rescue stations in constant state of preparedness, train mine rescue teams in procedures pertaining to mine explosions & fires, mine rescue, surface organization, mine gases, gas detectors, mine exploration, mine recovery, first aid, fire fighting procedures & recovery of victims.

**CLASS TITLE:**

Mine Safety Inspector 1

**CLASS NUMBER:**

24711

**EFFECTIVE DATE:**

11/17/2002

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of state mining & reclamation laws, inspection procedures & mine safety practices in order to perform surface mine inspections, investigate accidents & enforce compliance with state's mining laws.

**CLASS TITLE:**

Mine Safety Inspector 2

**CLASS NUMBER:**

24712

**EFFECTIVE DATE:**

11/17/2002

**CLASS CONCEPT:**

The full performance level class works under direction & requires thorough knowledge of underground structure & mining inspection procedures & techniques & state mining & reclamation laws & safety practices in order to perform underground mine inspections, investigate accidents to assess adequacy of safety precautions & take full charge of rescue activities at accident scenes until arrival of rescue team.

**CLASS TITLE:**

Mine Safety Manager

**CLASS NUMBER:**

24718

**EFFECTIVE DATE:**

11/25/2001

**CLASS CONCEPT:**

The management level class works under general direction & requires extensive knowledge of mining engineering, geology & state laws regulating mines & mining in order to manage mine safety inspection program, mine emergency response program, accident prevention program & supervise assigned lower-level mining-related staff.

<b>CLASS TITLE:</b> Mine Rescue Operations Coordinator	<b>CLASS NUMBER:</b> 24710	<b>BARGAINING UNIT:</b> 07
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**EFFECTIVE DATE:**

11/17/2002

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Operates, inspects, repairs, tests & maintains rescue equipment (e.g., self-contained breathing apparatus) to ensure that all assigned equipment is maintained according to manufacturer's specifications, train mine rescue teams in procedures pertaining to mine explosion & fire, mine rescue, surface organization, mine gases, gas detectors, mine exploration, mine recovery, first aid, fire fighting procedures & recovery of victims, fills self contained breathing apparatus cylinders with medical grade oxygen using air driven or electrical pumps cylinders, instructs mine supervisors in safety procedures & trains mining industry employees regarding state & federally mandated laws, operates state owned motor vehicle in order to conduct weekly inspections of mine rescue stations to ensure that all equipment is in constant state of readiness (e.g., rescue trucks, air quality monitoring equipment, communications equipment, pneumatic air pumps).

Oversees emergency mine rescue operations until relieved; seals &/or re-opens affected mines; assists in administering mine safety examinations for industry personnel; prepares & submits necessary reports; collects & analyzes mine air samples; assists mine safety inspectors when necessary.

Assists in developing budget & implements maintenance program for mine rescue equipment (e.g., self contained breathing apparatus); ensures compliance with United States Department of Labor federal oversight inspections of mine rescue stations, equipment & training of rescue teams on statewide basis; maintains inventory of mine rescue equipment

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting\*; inventory control\*; mine rescue safety practices; employee training & development\*; public relations\*; mine rescue procedures; principles of disaster training; mine inspection techniques; mine rescue supervisory principles/techniques\*; United States Department of Labor, Mine Safety & Health Administration requirements & training procedure guidelines\*; Ohio Safety & Health Administration (OSHA) regulations. Skill in operation of emergency equipment; personal computer \*; word processing software (e.g., Microsoft Office; Word Perfect; PC Office Suites)\*; self-contained breathing apparatus equipment\*. Ability to deal with problems involving several variables in familiar context; maintain accurate records & prepare meaningful reports; cooperate with others involved in mine safety control operations; demonstrate physical fitness in order to clean, paint, mop & maintain mine rescue station & equipment (e.g., rescue van); fill & lift oxygen bottles / cylinders &/or breathing apparatus\*;

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Letter of Certification from Division of Mineral Resource Management per Section 1561.11, 1561.12 & 1561.13 of Revised Code, for foreperson of gaseous mines, deputy mine inspector of underground mines & assistant superintendent of mine rescue operations; 6 yrs. exp. in underground mining to include 2 yrs. exp. in underground workings of mines in Ohio, related safety practices, disaster training & mine rescue procedures; 12 mos. trg. or 12 mos. exp. in mine inspection procedures, accident investigation & underground structure inspection techniques; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; work involves exposure to dangerous machinery, noise, explosives, coal dust, dirt, hazardous conditions & inclement weather; may be exposed to noxious &/or explosive gases; on call 24 hours per day, 7 days per week.

<b>CLASS TITLE:</b> Mine Safety Inspector 1	<b>CLASS NUMBER:</b> 24711	<b>BARGAINING UNIT:</b> 07
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**EFFECTIVE DATE:**

11/17/2002

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Inspects all surface mines & related operations in assigned work area for compliance with Ohio mining laws (e.g., examines mining equipment; observes pits, hi-walls & haulage ways; observes safety procedures for storage, conveyance & handling of explosives & detonators; insures that all equipment & workers are supplied with adequate lighting; checks for presence of certified supervisory personnel, proper mining permits, appropriate safety measures, communications, presence of first-aid equipment & procedures to obtain emergency medical attention; inspects lands & collects water samples).

Operates state owned motor vehicle in order to investigate mining accidents including fatalities to determine adequacy of safety precautions or negligence of employees &/or employer; investigates complaints of mine workers about working conditions; administers mine safety examinations.

Prepares reports of results of all surface mine inspections; prepares orders to require compliance with any pertinent mining provisions of Ohio Revised Code; prepares reports of accident investigations.

Conducts safety training classes; observes plugging operations of oil & gas wells for compliance with state law.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of Ohio mining laws; mine inspection procedures & investigation practices & techniques; mine safety principles & practices. Skill in operation of motor vehicle. Ability to recognize unusual or threatening conditions & to take appropriate emergency action; deal with problems involving several variables in familiar context; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things according to established method; demonstrate physical fitness.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Letter of Certification from Division of Mineral Resources Management per Section 1561.11, 1561.12 & 1561.13 of Revised Code for surface mine foreperson & deputy mine inspector of surface mines; 6 yrs. exp. in mining to include 2 yrs. trg. or 2 yrs. exp. in surface mines in Ohio; 12 mos. trg. or 12 mos. exp. in mine inspection procedures & accident investigation techniques; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to dangerous machinery, explosives, noise, coal dust, dirt, hazardous surroundings & inclement weather; requires travel; exposed to noxious &/or explosive gases; on call 24 hours per day/7 days per week.

<b>CLASS TITLE:</b> Mine Safety Inspector 2	<b>CLASS NUMBER:</b> 24712	<b>BARGAINING UNIT:</b> 07
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**EFFECTIVE DATE:**

11/17/2002

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Performs inspections of underground mines for compliance with state laws (e.g., checks air readings within mine to insure safe air volume levels & detect any concentration of noxious or explosive gases; inspects installation of temporary & permanent underground support structures to insure compliance with mine division standards; checks related mining operations for compliance with mine safety regulations such as high voltage cable condition & installation, explosives storage & use, equipment function & maintenance, tunnel condition, work supplies & apparel; inspects lands & collects water samples).

Operates state owned motor vehicle in order to perform inspections of surface mines for compliance with state laws (e.g., examines mining equipment; observes pits, hi-walls & haulage ways; observes safety procedures for storage, conveyance & handling of explosives & detonators; checks for presence of certified advisory personnel; inspects permits, safety measures, communications & first-aid provisions); observes plugging operations of oil & gas wells for compliance with state laws; administers mine safety examinations.

Holds meetings with mine management & representatives of miners regarding conditions in any areas, which endanger health & safety & makes recommendations to correct unacceptable conditions, completes inspection reports of inspection results & prepares orders to require compliance; conducts safety training classes.

Investigates mining accidents including fatalities to assess adequacy of safety precautions & incidents of negligence; investigates complaints of mine workers relative to working conditions; takes full charge of all rescue activities at scenes of accidents until relieved by mine rescue personnel & completes related reports.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of mine inspection procedures; Ohio mining laws; mining safety practices; detection procedures for noxious &/or explosive gases\*; underground structure inspection techniques\*; investigation techniques. Skill in operation of mine safety inspection equipment; motor vehicle. Ability to recognize unusual or threatening conditions & take appropriate emergency action; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things according to established method; handle sensitive face-to-face inquiries & contacts with management & representatives of miners; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Letter of Certification from Division of Mineral Resources Management per Section 1561.11, 1561.12 & 1561.13 of Revised Code for foreperson of gaseous mines & deputy mine inspector of underground mines; 6 yrs. trg. or 6 yrs. exp. in mining to include 2 yrs. exp. in underground workings of mines in Ohio; 18 mos. trg. or 18 mos. exp. in mine inspection procedures, accident investigation & underground structure inspection techniques; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to dangerous machinery, noise, explosives, hazardous surroundings, coal dust, dirt & inclement weather; may be exposed to noxious &/or explosive gases; on call 24 hours per day/7 days per week; requires travel.

<b>CLASS TITLE:</b> Mine Safety Manager	<b>CLASS NUMBER:</b> 24718	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**  
08/04/1996

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Manages mine safety inspection program, mine emergency response program, accident prevention program & supervises assigned lower-level mining-related staff, formulates & implements policies & procedures for Division of Mineral Resources Management, Mine Safety Inspection Program & Mine Emergency Response, Accident Prevention Program to include inspection guidelines for statewide mine inspection, ensures mine emergency response network readiness, coordinates & participates in resolution of disputes associated with inspection activities, ensures staff, rescue teams & mining company staff receive mine emergency response training, supervise operations of mine emergency & rescue operations, conducts &/or assists in conducting safety inspections of surface & underground mines & prepares annual budget for statewide operations of programs, coordinates purchase of equipment & supplies for rescue stations & staff & participates in drafting mine safety laws, rules & guidelines.

Prepares & submits monthly & annual reports concerning number of inspections, accidents, violations & enforcement actions to include operational status of mine rescue stations & associated equipment; reviews inspection reports & provide guidance to mining staff.

Acts as Division Liaison with local, state &/or federal mine safety organizations; coordinates activities with Federal Mine Safety & Health Administration; leads accident investigation team; prepares, conducts & attends meetings & seminars concerning mine safety; conducts & participates in meetings to provide information on program goals, policies & procedures & serves as inter-agency & inter-governmental work groups &/or task forces.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of general management \*; supervisory principles/techniques; employee training & development; state laws regulating mines & mining in Ohio; mine safety practices & procedures (e.g., mine ventilation, detection, prevention & removal of accumulated noxious, poisonous & explosive gases; dangers & uses of electricity); chemistry, physics, mineralogy & geology pertaining to mines & mining in Ohio; mining engineering. Skill in mining. Ability to deal with many variables & determine specific course of action; review & edit & prepare technical & administrative reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Must possess foreman, gaseous mines certificate issued by Division of Mineral Resources Management; 5 years' practical exp. in mines & mining, 24 mos. of which shall have been in mines of Ohio (i.e., satisfactory proof of graduation from accredited school of mine engineering shall be accepted in lieu of 24 mos. of practical exp., but shall not be substituted for 24 mos. actual exp. required in mining in Ohio); 24 mos trg or 24 mos exp in supervisory principals & techniques; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; works outside exposed to all weather conditions; on call 24 hrs. per day, 7 days per week; exposed to dangerous conditions, coal dust & dirt during inspections; may be exposed to hazardous & poisonous gases.