

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STATE MINE INSPECTOR-AT-LARGE

POSITION CODE: 42240
Effective: 06/01/2006

DISTINGUISHING FEATURES OF WORK:

Subject to administrative approval, assists the Director of the Office of Mines and Minerals in the administration of a statewide mine safety and inspection program which enforces strict compliance with the Coal Mining Act; supervises State Mine Inspectors; confers with director of the Office of Mine and Minerals within the Department of Natural Resources on administrative and mining problems; consults with State Mine Inspectors on problems peculiar to their assigned district; inspects and evaluates personally all experimental mining equipment utilized by the private companies; handles mine inspectional duties for State Mine Inspectors when they are absent from their assigned district.

This class differs from the class of State Mine Inspector in that these positions are not assigned to a specific mining district and the positions serve as direct line supervisors of State Mine Inspectors. These positions are primarily responsible for providing statewide assistance and consultation in mining emergencies, shutdowns, accidents, suspensions, disasters, court cases and penalties to the individual district State Mine Inspectors. These positions serve as resource experts in the interpretation of mining laws and are available 24 hours a day, 7 days a week, for assistance to State Mine Inspectors in their assigned districts and for emergency response.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists the director of the Office of Mines and Minerals within the Department of Natural Resources in the effectuation of sound administrative operations of and the execution of the established mine safety and inspection program by performing liaison work as a representative of the Department to all State Mine Inspectors; serves as supervisor of State Mine Inspectors.
2. Supervises the activities of State Mine Inspectors: approves time off, prepares and signs performance evaluation, adjust grievances, effectively recommends and imposes disciplinary action.
3. Confers with the director of the Office of Mines and Minerals within the Department of Natural Resources in the analysis of existing coal mining operations, problems, complaints and mining plans, penalties, suspensions, disasters, accidents, shut-downs, etc., in order to make recommendations to reduce and alleviate administrative mining problems.
4. Serves as resource expert in the interpretation of the mining laws; provides counsel and advice to State Mine Inspectors when it has been determined that the mining acts have been violated and the mining serves operation should stop until compliance with the laws have been secured.
5. Reviews and conducts special investigations that are sensitive in nature and prepares confidential reports of findings.
6. Receives notification of all mining emergencies and disasters; coordinates and supervises investigative, recovery and back-to-operational programs that are necessitated by a mining emergency or disaster.

STATE MINE INSPECTOR-AT-LARGE (Continued)

7. Inspects and evaluates personally all experimental mining equipment to ensure adequacy, suitability and acceptability; presents evaluation and recommendation concerning the equipment to the director of the Office of Mines and Minerals within the Department of Natural Resources and the State Mining Board.
8. Performs research on abandoned mine shafts throughout the State that are not properly closed or sealed and prepares the proper legal procedures to enforce compliance.
9. Performs coal mine inspections for State Mine Inspectors when they are absent from their assigned district.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school.

Requires that applicant must be at least 30 years of age.

Requires ten years of practical mining experience in coal and two years as a State Mine Inspector.

Requires valid Illinois certificate as a State Mine Inspector.

Requires valid Illinois certificate as a Mine Manager.

Requires Illinois Citizenship.

Knowledges, Skills and Abilities

Requires thorough knowledge of all operating coal mines throughout the State of Illinois.

Requires thorough knowledge of the Coal Mining Act, mining operations, and occupational hazards involved in necessary safety and precautionary measures to effect safe working conditions.

Requires thorough knowledge of mine ventilation, mine gases and their nature and properties and mine rescue and recovery methods and appliances.

Requires thorough knowledge of the geology of coal, stone, clay, or fluorspar as they pertain to Illinois.

Requires extensive knowledge of court procedures and practices.

Requires ability to establish and maintain effective public relations with mine employees, mine operators and the general public.

Requires ability to make rapid and accurate decisions in case of emergencies.

Requires ability to develop confidence of miners and coworkers.

Requires ability to prepare routine and special reports.

Requires ability to operate and service all mine inspection and mine rescue equipment and appliances.

Requires ability to coordinate and review work of a large number of State Mine Inspectors.

Requires ability to wear mine rescue equipment in contaminated atmosphere for long periods in emergency situations.

Requires ability to make independent determinations in establishing special rulings governing the operation of a mine and to enforce all such rulings and compliance with the Illinois Coal Mining Act.

Requires possession of a valid Illinois driver's license.