



**VACANCY ANNOUNCEMENT
OKLAHOMA DEPARTMENT OF MINES
(UNCLASSIFIED)**

ANNOUNCEMENT DATE: October 9, 2017
POSITION: Coal Reclamation Inspector I or II
SALARY: \$40,000 - \$44,000
LOCATION: Wagoner, OK
ANNOUNCEMENT CLOSING DATE: November 3, 2017

FLSA STATUS: NON-EXEMPT

JOB SUMMARY: Conduct inspections of surface and underground coal mining permits as required by OAC 460:20 to ensure that mining and reclamation activities are conducted in accordance with the regulations and the approved permit. This is a full-time position, although a part-time position might be considered for a highly qualified applicant.

ESSENTIAL JOB FUNCTIONS:

- Inspects assigned surface coal mining permits once a month or as required.
- Conducts inspections in a manner that non-compliance items are identified and appropriate abatement measures are implemented.
- Prepares inspection reports and issues enforcement actions.
- Investigates citizen complaints and documents findings.
- Conducts bond release inspections and issues recommendations.
- Conducts Ten-Day Notice inspections and issues a report and appropriate enforcement actions.
- Conducts Reclamation Project inspections and documents findings.
- Reviews pending permit/revision applications.
- Gathers evidence and presents testimony in administrative hearings.

ADDITIONAL RESPONSIBILITIES:

- Performs all other duties as assigned by the Coal Program Director

EDUCATION AND EXPERIENCE:

- B.A. or B.S. degree from an accredited college or university in an earth science or environmental discipline. Geology, Wildlife Biology, Agronomy, Hydrology, or Engineering degrees are preferred. (Inspector I)
- Above listed degree plus two years of regulatory experience with ODM (or with another regulatory agency in a closely related field) or two years of work experience in the mining industry (Inspector II).

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of mining regulations – state and federal.
- Excellent verbal and written communication skills.
- Strong interpersonal skills: able to work well with a wide range of people.

- Strong organizational and time management skills.
- Skill in reading and interpreting maps.
- Skill in conducting field investigations and communicating findings.
- Strong computer skills. Experience using *Microsoft Office* and *Google Earth*.
- Experience using GPS units and portable seismographs.
- Ability and willingness to learn new skills and attend specialized training.
- Valid Oklahoma Driver's License.

PHYSICAL REQUIREMENTS:

- Lifting of file boxes and/or field inspection equipment up to 35 pounds in weight.
- Walking over rough terrain during inclement weather conditions.

WORKING CONDITIONS:

- Job requires field inspections – on foot and in vehicles - of mine sites.
- Employee must spend a substantial amount of time in vehicles riding and driving to mine sites.
- Overnight travel is required.

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

To apply for this position, please submit:

Cover letter and resume OR State of Oklahoma Employment Application

Mail application to:

Oklahoma Department of Mines,
2915 N. Classen Blvd., Suite 213,
Oklahoma City, OK, 73106
Attn.: Rick Bullard

Or Email application to: rick.bullard@mines.ok.gov
AA/EEO Employer