

EAST BAY REGIONAL PARK DISTRICT

MINING OPERATIONS SUPERVISOR

GENERAL FUNCTION:

Under general supervision, to supervise assigned subordinates in the development, operation, and maintenance of mining related programs and facilities, primarily of Black Diamond Mines Regional Preserve, and to do other work as required.

ESSENTIAL FUNCTIONS:

Construct and operate underground public use areas in a safe manner; review and make recommendations on construction requirements; prepare cost estimates on construction projects; assist in the preparation of budgets, forecasts and schedules; assist in the analysis of bids and the preparation and award of contracts; inspect projects during construction; maintain organized and detailed records of projects; write reports and correspondence; carry out and/or supervise abandoned mine reclamation projects; assist in the planning and design of mine reclamation and underground development projects; promote the development of subordinates through mentoring, coaching, training, and performance feedback; develop and promote a positive employee relations environment; conduct safety meetings and training; maintain mining unit vehicles, tools and equipment; assist with public programs and events; ensure that the developed areas of the mine, construction sites, tools and equipment, and on-going operational activities are in compliance with applicable Regional Parks, State and Federal regulations.

OTHER FUNCTIONS AND DUTIES:

Other tasks related to this position will include: considerable coordination and cooperation with other Regional Parks units, frequent public contact, and the occasional presentation of lectures and interpretive talks on mine-related matters.

MINIMUM QUALIFICATIONS:

Education: Equivalent to the completion of 12th grade, and

Experience: Five years of appropriate experience in underground mining, or construction, including the operation and maintenance of mines, plants or other surface or subsurface facilities. Two years of this experience must have been in a responsible supervisory capacity. College level education in engineering, geology, or a related field may be substituted for up to two years of the required experience on the following basis: 90 quarter or 60 semester units shall be equal to one year experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated background in underground mining and/or construction and maintenance in such areas as ground control (rock bolting, timbering, shotcrete), ventilation, water and compressed air plumbing, electrical, transportation and communications. Knowledge of concrete and timber construction. Knowledge of safety regulations and concerns relevant to underground operations. Knowledge of computer software such as word processors and spreadsheet programs. Ability to organize work, order material, assign resources, adhere to budgets and direct the efforts of

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employees and other workers in mine construction, operations and maintenance work. Ability to prioritize, solve problems, and resolve conflicts. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT:

A current and valid California driver's license in a condition of initial and continued employment in this classification. Persons in this classification must be able to use a respirator in the performance of their work. In accordance with CAL OSHA respirator regulations, Title 8, 5144 (c) (g) (I) (A) (I.), incumbent shall not wear beards or long sideburns that impede the effectiveness of the respirator. Current and valid U.S. Department of Labor, Mine Safety and Health Administration certification as an underground miner; including CPR and First Aid certification training, are a condition of employment prior to working in or supervising work in underground environments. Initial certification training and annual refresher training will be provided by the District. Valid State of California (Cal-OSHA) Underground Gas Tester and Underground Safety Representative certificates applicable to operations at Black Diamond Mines Regional Preserve are also a condition of employment no later than eighteen months after the hire date.

REPORTS TO: Mine Manager

Employment Category: AFSCME, Salary Range Effective 3/22/2003 (\$4,829.07 - \$5,284.93)
Revision Approved by the GM: May 5, 1995
Salary Revision Approved by Board: June 6, 1995, Resolution No. 1995-6-166
Revision Approved by the GM: August 11, 2000
Salary Differential Approved by Board: November 4, 2003, Resolution No. 2003-11-202
Revision Approved by the GM: December 18, 2003
Salary Revision Approved by Board: November 7, 2006, Resolution No. 2206-11-254
Revision Approved by the GM: November 29, 2006
Revision Approved by the General Manager: October 21, 2009

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