

MINES INSPECTOR SERIES

PREAMBLE

INCLUSIONS

This is a five level series that includes technical and management positions that are responsible for conducting and/or directing various activities relative to the safe and effective mining and/or petroleum exploration operations in Manitoba. Activities include: excavation, disposition and rehabilitation projects; occupational health and welfare assessments and training; field inspections; the administration and enforcement of legislation and policy; and/or the establishment of standards, objectives and guidelines.

Positions require graduation from a community college in an engineering or geology-related discipline (or equivalent combinations of education and experience).

Work is governed by legislation, regulations, policies and procedures relevant to the specific mining or petroleum exploration operation (i.e. *The Mines and Minerals Act*, *The Oil and Gas Act*, sustainable development, *The Workplace Health and Safety Act* and/or their successors).

The consequence of error for all levels within the series may include serious impacts to the environment and/or health and welfare of public health.

EXCLUSIONS

This series will not include:

- positions which require the incumbent to be a qualified and registered professional engineer or geologist;
- positions that conduct inspections and/or investigations for the purpose of regulating, controlling and ensuring compliance with the requirements of *The Workplace Safety and Health Act*, the regulations pursuant to the Act and related legislation. These positions should be tested for inclusion in the Safety and Health Officer series; and
- positions where the primary duties and responsibilities are included in the definition of any other classification specification.

DEFINITIONS

“**Operations**” refers to various mining exploration properties/facilities across Manitoba (i.e. petroleum facilities, surface and underground operations, smelters and metallurgical works, and/or pits and quarries).

MINES INSPECTOR 1 (MI1)

GENERAL INTENT

This is the entry level of the series. Positions at this level include functions such as conducting or assisting with routine inspections and/or occupational assessments, enforcement and/or monitoring projects, intake and review of disposition and/or rehabilitation applications, and preparing subsequent reports and recommendations. This level may also be used for training and development purposes.

FACTORS

COMPLEXITY

Skills/Expertise Required

- General working knowledge of the assigned mining industry, procedures, and instrumentation.
- Knowledge of the relevant regulatory frameworks.
- Ability to interpret and/or enforce legislation.
- Ability to conduct routine assessments and/or inspections.
- Ability to apply basic sampling and testing techniques.
- Ability to collect, record, and interpret data.
- Good mathematical skills and ability to read maps may be required.
- Ability to effectively communicate information by oral and written methods.
- Education and experience includes instrumentation and sampling and/or conducting field work.

OTHER LEVEL DETERMINANTS

Supervision Received

Receives direct supervision with specific instructions and procedural guidance.

Contacts

May have regular contact with departmental staff and various stakeholders including property owners and facility operators on routine matters.

MINES INSPECTOR 2 (MI2)

GENERAL INTENT

This is the training coordination and general inspection level. Positions at this level include responsibility for organizing and facilitating mine rescue training programs throughout the province. Performed at this level are the inspection of facilities and instruction to staff in order to co-ordinate training and ensure a high standard of proficiency in mine rescue. Will conduct training when trainers are not available.

FACTORS

In addition to the factor requirements at the MI1 level, the following factors apply to the MI2 level:

COMPLEXITY

Skills/Expertise Required

- Extensive knowledge of mine rescue equipment and procedures.
- Working knowledge of the relevant regulatory frameworks.
- Good knowledge of training procedures.
- Ability to train and supervise the training of mine rescue crews.
- Ability to develop or revise training programs.
- Ability to prepare reports and maintain records.
- Ability to repair and maintain equipment.
- Ability to conduct inspections and make recommendations on assessments.
- Ability to collect, record, analyze and interpret data.
- Education with experience in the relevant mining industry.
- First Aid Certification and Mine Rescue Training Certification.

OTHER LEVEL DETERMINANTS

Supervision Received

Receives limited supervision in day-to-day activities with increased supervision on matters that may be of a sensitive or non-routine nature.

Contacts

Has regular contact with departmental staff and various stakeholders including property owners and facility operators on routine matters. Represents the department with external government agencies, industry representatives, consultants, and non-governmental organizations.

MINES INSPECTOR 3 (MI3)

GENERAL INTENT

This is the full working Mines Inspector level for all operations with the exception of underground mines.

The primary responsibility at this level is to conduct inspections of assigned mining and/or petroleum operations to ensure the health and safety of workers employed in or about those mining operations, and to ensure compliance with the governing legislation. Completing rehabilitation projects, preparing and issuing reports ordering corrective action or recommendations with respect to optimum utilization of mining lands are performed at this level.

OR

This is a recruitment and training level for underground mines inspection. Positions at this level are responsible for the inspection of underground mining operations, as assigned to ensure the health and safety of workers employed in or about those mining operations and to ensure compliance with the governing legislation.

FACTORS

In addition to the factor requirements at the MI1 and MI2 levels, the following factors apply to the MI3 level:

COMPLEXITY

Skills/Expertise Required

- Thorough knowledge of the relevant regulatory frameworks.
- Knowledge of mining methods and safe operating procedures at assigned operations.
- Ability to establish and maintain effective working relationships with operators, employees and other government departments.
- Ability to organize and schedule inspections and cover all operations within the assigned responsibilities.
- Ability to repair and maintain equipment.
- Ability to conduct inspections, and/or investigations and make recommendations, and if necessary, order corrective action.
- Ability to maintain records and prepare complex comprehensive reports.
- Ability to manage standard project budgets and expenditures.
- Education with several years of experience in the relevant mining industry.

OTHER LEVEL DETERMINANTS

Supervision Received

Receives general supervision to achieve program objectives. Reports regarding contravention or serious accidents are provided to a senior Engineer. Positions responsible for the inspection of underground mining operations work under direct supervision.

Contacts

Has regular contact with department staff and various stakeholders including property owners and facility operators on matters related to assessments, inspections, and/or investigations.

MINES INSPECTOR 4 (MI4)

GENERAL INTENT

This is the advanced level of the series. Positions at this level are responsible for the inspection of all operations within an assigned region. In addition to performing all functions of Mines Inspector 3 (MI3) level, positions are responsible for planning, organizing, implementing and reporting on the mining operations and special projects within the assigned area, training and supervising junior inspectors. This includes developing and designing innovative methodologies and approaches for inspections and investigative work.

OR

This is the full working level for underground mines inspection. This level differs from the Mines Inspector 3 for underground mining operations in that the MI3 works under direct supervision performing inspections of assigned area of a mine. The MI4 is expected to perform inspections of entire underground mining operations, under limited supervision.

FACTORS

In addition to the factor requirements at the MI1, MI2, and MI3 levels, the following factors apply to the MI4 level:

COMPLEXITY

Skills/Expertise Required

- Good knowledge of mining methods and safe operating procedures at assigned operations.
- May provide training and scheduling work of junior inspectors.
- Ability to prepare and present evidence for prosecutions.
- Education with significant experience in the relevant mining industry

Guidelines

Participation in the development of operational guidelines, standards, policies, and procedures and in inter-jurisdictional research and strategy development to achieve compliance with legislation, sustainable development solutions and optimizing land utilization may be performed at this level.

Supervision Received

Receives limited supervision to achieve program objectives. Reports regarding contravention or serious accidents are provided to a Senior Engineer.

MINES INSPECTOR 5 (MI5)

GENERAL INTENT

This is the most senior level of the series. Position responsibilities include organizing, directing and conducting all mines inspections and special projects within an assigned district. Positions provide direction, training and supervision to junior inspectors. This level differs from the Mines Inspector 4 in that the Mines Inspector 5 performs the most complex inspections and directs and supervises the work of MI3 and 4s.

OR

Under limited supervision, positions are responsible for conducting regular inspections of electrical equipment and installations at mining operations to ensure the safety and health of all persons employed.

FACTORS

COMPLEXITY

Skills/Expertise Required

- Ability to prepare and manage operational budgets.
- Education and extensive experience in the relevant mining industry.
- Electrical inspectors would require a Journeyman's Electrician's licence with broad experience in the electrical field.

Guidelines

Positions develop operational guidelines, standards, policies, and procedures and conduct inter-jurisdictional research and strategy development. Positions identify emerging issues and discuss potential strategies with the District Engineer and/or senior management.

SUPERVISORY AND ADMINISTRATIVE RESPONSIBILITY

Positions are responsible for the overall management of an assigned district, which includes directing, training, and supervise the work of inspectors (MI1s to MI4s).

OTHER LEVEL DETERMINANTS

Supervision Received

Receives very limited direction in setting and achieving objectives.

Contacts

Must maintain good working relationships with all contacts described within the previous levels. Represents the branch on committees and boards with respect to setting standards.

Scope

Province-wide.