



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 5265

Phone: (701) 328-3290

DIRECTOR, RECLAMATION AND ABANDONED MINE LANDS

GRADE R

SCOPE OF WORK:

Work involves directing the staff and activities of the Reclamation and Abandoned Mine Lands (AML) Divisions within the Public Service Commission (PSC).

DUTIES PERFORMED:

- Plan, develop, implement, evaluate, and revise the Divisions' policies, goals, objectives, operations, programs, and strategies.
- Review, monitor, and recommend changes to state and federal laws, rules, regulations, and policies; draft proposed legislation, prepare testimony, and testify at public and legislative hearings.
- Ensure compliance with state and federal mining and reclamation laws, rules, regulations, and policies.
- Investigate and respond to complaints from landowners and the general public about surface coal mining and reclamation and AML activities.
- Serve as a liaison for the PSC with the federal Office of Surface Mining (OSM).
- Oversee the mine permitting, bond release, inspection, and enforcement functions of the coal regulatory program.
- Review permit related and bond release applications; assign staff for technical reviews and administrative processing; collaborate with staff, industry, and other interested parties to resolve concerns and technical issues; review drafts and documents; approve or deny applications.
- Provide recommendations, technical support, and advice to the PSC on permits, bond releases, AML projects, orders, applications, laws, rules, regulations, and policies.
- Oversee the prioritization and selection of projects to eliminate hazardous conditions at abandoned mines and the award of contracts and completion of reclamation work on these mine sites.
- Develop and implement budgets for the Divisions; track and monitor the expenditure of funds.
- Oversee and/or prepare budgets, grant applications, and reports that are submitted to OSM for federal funds.
- Manage assigned staff; ensure appropriate staffing levels; develop and implement work standards; implement performance management measures; provide for training of staff; assign work duties as appropriate.

- Maintain effective communications with the PSC, staff, industry, landowners, contractors, media, and state, federal, and local government officials regarding mining, coal regulatory, reclamation, and AML activities and issues.
- Represent the PSC at local, state, and federal meetings.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in a natural or physical science or engineering and six years of work experience in the management of surface mining regulatory and reclamation programs. Work experience must have included supervision of staff.

Eff. Date: 09/83

Rev: 02/07 – Updated format; revised scope, duties, minimum qualifications, factoring, and grade; changed title

Rev: 07/12 – Conversion to Hay System