



**RECLAMATION SPECIALIST/LEAD INSPECTOR**  
**OFFICE OF MINING & MINERAL RESOURCES**  
**DEPARTMENT OF NATURL RESOURCES**

Reports To: PROGRAM MANAGER  
Salary/Hourly Range: 50  
FLSA Status: EXEMPT; Full-time

VALID DRIVER'S LICENSE REQUIRED  
PD REVISED: 02/05/2025

**INTRODUCTION**

The position is responsible for conducting surface coal mine inspections and ensuring mining activities comply with approved mine and reclamation plans in support of the Office of Mining & Mineral Resources. The incumbent performs duties of considerable difficulty and complexity requiring knowledge and skill in human/public relations, supervision, mining regulations, laws and applicable policies and procedures.

**KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Reviews exploration, mining and reclamation plans to ensure environmental compliance; requests for revisions and modifications of plans as necessary in accordance with Federal and Tribal regulations; performs technical examination of lands included in prospecting permit and mineral lease application; recommends to the MMRP Manager, bonding and reclamation requirements for inclusion into prospecting permit, coal mining and reclamation leases.
2. Reviews mining and reclamation plans, permit modifications and revisions to ensure compliance with Federal and Tribal laws & regulations; in coordination with Federal Inspectors, obtains recent data concerning mining/reclamation activities; analyzes data to identify potential or probable deviations from the approved mine plans and violations of the performance standards for surface mining/reclamation.
3. Conducts comprehensive ground inspections at mine sites which includes surface coal mines, processing plants, tipples, coal stockpiles, regraded mine areas, revegetated and reclaimed areas, and other affected lands areas; survey areas affected by mining and determines if operations are within permit boundaries, are at required distance from public and private facilities, are returned to appropriate contours and that haul roads are properly located, constructed and maintained. Inspects to determine proper construction, maintenance and use of water control facilities. Uses valid sampling techniques and approved equipment to collect samples for laboratory analysis and field test for water quality parameters, collects and preserves water samples for laboratory and provides for and protects the chain-of-custody of all samples collected; reviews reclamation activities to ascertain that soil preservation, replacement and re-vegetation efforts are consistent with the approved post mining land use.
4. Documents all types of violations to provide evidence and establish history of mining operation; discusses findings with mine operation officials and points out violations encountered based upon knowledge of mining and reclamation practices as well as the procedural requirement of Federal and Tribal laws & regulations; discusses alternatives for abatement and any violation encountered; prepares an accurate and comprehensive inspection report documenting findings; schedules and conducts follow-up inspections. Issues Notice of Violation (NOV) vacations NOV or termination of enforcement actions when appropriate.
5. Receives, evaluates, investigates and responds to citizen's complaints. Conducts special surveys or studies and prepares comprehensive reports of findings of such review and takes and/or recommends appropriate enforcement action. Serves as technical advisor to the MMRP Manager and other Tribal Programs on mining related issues or concerns.
6. Exercises supervision of subordinates, established and conducts employee performance appraisals quarterly and annually, initiates personnel actions as necessary and provides/recommends appropriate training.
7. Performs other duties as assigned and authorized by the MMRP Manager to meet office/tribal goals & objectives.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Federal and Tribal laws, regulations and policies & procedures related to surface coal mining and reclamation practices.
- Knowledge of mine application, mine plans and engineering practices.
- Knowledge of general specialized surface mining techniques, technical features of mine applications and plans to evaluate impacts of mining practices on the environment.
- Knowledge of proper storage and replacement of soil, re-vegetation applications, evaluation of erosion and sediment yield, reclamation contouring and groundwater and surface water protection.
- Skill in interpreting and evaluation topographic maps, engineering plans, cross-section, strata-graphic sections, detailed mine plan maps, permits and associated engineering documents.
- Skill in testing and monitoring equipment to survey and conduct necessary field test on areas affected by mining.
- Skill in the use of Global Positioning System/Global Information System (GPS/GIS), high-end computers and associated surface mining computer aided software.
- Ability to analyze surface mining and reclamation problems and recommend or enforce corrective measures.
- Ability to communicate effectively orally and in writing to present findings and ideas clearly and concisely.
- Ability to supervise one or more employees.
- Ability to establish and maintain professional working relationship with others.

### **MINIMUM QUALIFICATIONS**

Education: Bachelor's Degree in Mining Engineering, Geology, Natural Science or closely related field;

AND

Experience: Four (4) year's work experience in surface mining, reclamation of disturbed lands or closely related field, which includes supervisory experience;

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

### **NECESSARY REQUIREMENTS**

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course, driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
2. Must complete and pass the pre-employment screening.
3. Must be able to pass mandatory and random drug & alcohol screening.
4. Must not have any felony convictions.
5. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

### **TRAINING REQUIREMENTS**

Successfully complete training in Environmental Compliance, Safety and Hazardous Materials, Reclamation Techniques and Practices, Inspection and Monitoring Techniques, Supervisory and Management, and Federal & Tribal Law within one (1) year of hire.

### **DESIRED REQUIREMENTS**

Must be able to speak and understand the Hopi Language to interpret and translate Hopi to English and vice-versa.