THE HOPI TRIBE

RECLAMATION SPECIALIST

Office of Mining & Mineral Resources
Department of Natural Resources

Reports To: Lead Inspector/Reclamation Specialist
Salary/Hourly Range: 45
FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 12/29/2016

INTRODUCTION:

This Position involves performing professional/technical work involving inspection and enforcement activities and procedures to ensure mining operations are conducted in accordance with the Surface Mining Control and Reclamation Act (SMCRA) of 1977, to protect the environment and ensure that lands affected by surface coal mining be returned to valuable and productive use. The work involves creativity and experienced judgment to resolve problems, while simultaneously dealing with highly complex and sensitive issues regarding federal and tribal laws, regulations, procedures that may include largely undefined issues and elements, requiring extensive probing and analysis to determine the nature and scope of the position. Inspections are conducted of the entire mining and reclamation processes, including complex mining operations, large spoil piles storage areas, coal refuse impoundments, sedimentation structures and post-time land uses.

The incumbent works under the general supervision of the Lead Inspector/Reclamation Specialist. Decisions and actions are based upon independent decisions made however; incumbent consults with supervisor on potentially controversial matters and refers problems and unfamiliar situations to the supervisor for assistance. Incumbent consults with supervisor in determining when special technical expertise should be sought as support to opinions or findings. Completed work is reviewed for effectiveness in meeting program goals and objectives and for conformance with polices and regulations. Incumbent may be delegated responsibilities to serve in the supervisor's capacity in periods of absence.

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, revision requests and mine plan modifications to ensure compliance with applicable tribal ordinances & regulations and federal laws and regulations; perform technical analysis of lands included in prospecting permits and mineral lease applications; coordinate with Federal inspectors to obtain recent inspections data to identify potential or probable deviations from the approved mine plan and/or violation(s) of the Hopi Surface Coal Mining Ordinance.

2. Participate in comprehensive Tribal and Federal ground inspections of surface coal mines, processing plants, reclaimed mines and other land areas; surveys areas affected by mining and determines if operations are within permit boundaries, are at required distances from public and private facilities, are returned to appropriate contours and that roads are properly located, constructed and maintained. Inspects to determine the proper construction, maintenance and use of water control facilities; collects and preserves water samples by using valid sampling techniques and approved equipment for laboratory analysis and field test for water quality parameters; provides for and protects the chain of custody of all samples collected; reviews reclamation activities to ascertain that reclamation is proceeding contemporaneously with mining, that soil preservation, replacement and re-vegetation efforts are consistent with the approved post mining plan.

3. Document all violations to provide evidence and establish history of past mining & reclamation operations violations and discuss findings with mine operations officials; points out violations encountered based upon knowledge of mining and reclamation practices as well as procedural requirements of applicable Tribal ordinance and regulations and Federal laws and regulations; discuss alternatives for abatement of violations encountered; prepare accurate and comprehensive inspection reports documenting findings; schedules follow-up inspection(s) with supervisor, issue modifications, vacations or termination of enforcement action(s) when appropriate.

4. Testifies at administrative hearings and assessment civil penalties conferences regarding Notice of Violations; promote sound surface coal mining and reclamation practices through participation in meetings, programs, conferences, seminars, and technical training courses.

5. Responds to citizen's complaints by conducting investigations, special surveys, and studies; prepares comprehensive reports of findings and recommends appropriate enforcement action to the Supervisor.

6. Participate in the Bureau of Land Management's coal recovery inspections to ensure coal recovery is maximized and the Coal Resource Protection Plan is adhered to.

7. Serves as technical advisor to Reclamation Specialist/Lead Inspector, Tribal Council/Teams and Department of Natural Resources.

8. Performs other related duties as assigned and authorized to achieve department/program goals & objectives.

PERSONAL CONTACTS

Contacts are with the OSMRE personnel, Tribal officials, mining industry representatives, other federal agency representatives, judges, co-workers, and other employees, villages, Tribal Council/Teams and the general public. Contacts are to encourage cooperation and compliance from mine operators to regulatory requirements, to develop and exchange factual information, provide advice, to develop and exchange factual information, provide advice, coordinate on projects, inspections, and resolve problems or potential issues. In some cases, contacts with mine operators may be sensitive if they relate to evaluation of their performance and possible enforcement action to be taken by the OMMR. Contacts with judges require incumbent to testify in administrative proceedings.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

Travel to mine by vehicle involves rough, uneven and unpaved roads. Physical activities consist of extensive walking over uneven terrain, steep climbing in and around coal mines, kneeling and stooping. Field work occurs during periods of varying weather conditions which can include inclement weather, including extreme temperature conditions. Work involves exposure to high explosives, large earthmoving equipment, and risk of landslides, injurious noise, fly rock, potentially hazardous acid preservatives, and other hazards. Protective equipment is required including steel toed boots, hard hats, safety glasses and other related gear. Some of the work is sedentary and performed in a standard office environment. Travel on and off the Hopi Reservation is required via automobile and/or air.

MINIMUM QUALIFICATIONS

1. Required Education, Training and Experience:

Education: Bachelor's degree in an engineering discipline, natural resource planning, range management, geology, hydrology and land reclamation or related discipline.

AND

Experience: Four (4) year's increasingly responsible experience in mining or closely related field; one (1) year of which must be experience in a surface mining operation, reclamation or water resources program.

OR

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

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Surface Mining Control and Reclamation Act (SMCRA), National Environmental Protection Act (NEPA), National Pollutant Discharge Elimination System (NPDES), other applicable federal and tribal laws, regulations, policies and procedures related to surface coal mining and reclamation operations;
- Mine plan applications, mining and civil engineering practices, spoil and topsoil placements, seedbed preparations for revegetation and seed mixture;
- Sampling techniques and methods used for hydrologic and revegetation data collection;
- Techniques and methods used for proper storage of spoil piles and topsoil piles, evaluation of erosion and sediment yield, geomorphic reclamation, land contouring, groundwater and surface water protection standards;
- Familiarity with local land features, weather and environmental conditions.

Skills:

- Review, interpret and evaluate topographic maps, engineering plans, cross-sections, stratigraphic sections, detailed mine plan maps, permits and associated engineering documents;
- Use of GPS instrument, compass, water test kit, testing and monitoring equipment to survey and conduct field tests on areas affected by mining;
- Read and effectively interpret groundwater and surface water hydrologic data;

- Operate personal computer applications, (i.e. Microsoft Word, Excel, & etc.) to develop reports and generate mining related maps;
- Effectively communicate in English and Hopi to translate technical language or issues into the Hopi language;
- Establish and maintain an effective working relationship with others.

Abilities:

- Apply principals of inspection procedures and processes on mined land reclamation sites;
- Apply basic engineering principals during coal recovery inspections;
- Communicate effectively orally and in writing with federal agencies, mining industry, tribal officials and the general public;
- Effectively and efficiently resolve conflict or difficult situations that may arise during inspection(s);
- Conduct inspections independently and report any findings to federal inspector and supervisor;
- Conduct Close-out meetings with federal and mining industry representatives after each mine inspection;
- Represent the Hopi Tribe and OMMR in meetings with coal mining industry representatives, other tribal governments, federal agencies and the public.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening with includes fingerprint and background investigation in accordance with the Hopi Tribal policy.
3. Must be able to pass random alcohol & drug 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 twelve (12) months of application.

DESIRED REQUIREMENTS

1. Speak and understand the Hopi and/or Tewa Language.
2. Familiarity with Hopi customs, traditional and cultural values.