

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LAND RECLAMATION SPECIALIST TRAINEE

POSITION CODE: 23137

Effective: 9-1-15

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, participates in an agency sponsored training program for a period of six to twelve months, receiving work assignments to acquire knowledge and skills as a specialist in land reclamation, assisting higher level specialists in reclamation projects; advising mining companies on reclamation projects, and performing simple, technical functions relative to such projects; providing data and program information to supervisor to enable the evaluation of said programs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a trainee, assists and participates in inspection of coal to aggregate extraction operations to ensure compliance with Surface-Mined Land Conservation and Reclamation Act and federal laws.
2. Assists in inspecting for water quality standards, property boundary standoff distances and environmental performance standards, removal of appropriate topsoil, slope and vegetation requirements.
3. As a trainee, assists and participates in collection of data pertaining to affected acreage, areas from which topsoil has been removed, depth of nontoxic cover material on refuse disposal areas, as well as data relative to preparation of environmental and economic impact statements.
4. Maintains record of reclamation reports for each mine.
5. Receives training in maintaining and preparing correspondence and records pertaining to reclamation laws, landowners, mine operators, other related agencies and the general public.
6. Assists in computing amount of surety bonds required to guarantee reclamation projects; assists in maintaining records of surety bonds and qualified preblasting surveyors; assists in processing and recording preblasting survey requests and reports.

LAND RECLAMATION SPECIALIST TRAINEE (Continued)

7. Incorporates information into divisional record keeping system.
8. Receives training in issuing citations and cessations to operators violating statutes and/or performance standards.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in ecology, agriculture or forestry.

Requires no previous experience.

Knowledges, Skills and Abilities

Requires elementary knowledge of reclaiming lands affected by surface mining.

Requires elementary knowledge of surface mining methods and techniques.

Requires elementary knowledge of map preparation and interpretation.

Requires elementary knowledge of soil testing, soil typing, fertilization and adaptable crop and pasture plants.

Requires elementary knowledge of the methods used for correction of water pollution.

Requires elementary knowledge of proper record keeping and reporting procedures.

Requires ability to enforce the provisions of the Surface-Mined Land Conservation and Reclamation Act.

Requires ability to plan, coordinate and maintain good surface mine reclamation practices.

Requires ability to prepare reclamation records and reports, other records, and environmental and economic statements.

Requires ability to operate scientific instruments and equipment effectively.

Requires ability to communicate effectively, both orally and in writing.

Requires ability to establish and maintain satisfactory working relationships with fellow workers and mining officials.

Requires possession of an appropriate valid driver's license and the ability to travel.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a language other than English at a colloquial skill level to perform the duties of the position. Some positions may require candidates to possess specific effective communication skills such as, but not limited to, Braille, sign language or another form of manual communication.