

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

WELL INSPECTOR II

POSITION CODE: 49422  
Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under direction, inspects oil and gas wells at the journeyman level in an assigned geographic area of the state; observes wells in the process of being drilled and the proper plugging of abandoned or dry wells, or inspects injection wells used for disposal of fluid, such as saltwater, accumulated as part of the oil recovery and production process; ensures compliance with all current state laws, rules and regulations related to the production and conservation of oil, gas, water and coal resources of the State; provides technical advice and consultation to oil and gas companies; investigates all complaints and requests; maintains accurate and current records of inspectional activities; has the authority to close down operations not in compliance; remains "on call" to answer emergency inspection calls.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Inspects all types of wells in the process of being drilled, for proper permit, location and drilling procedures; makes inspections of producing oil and gas wells for leakage of oil or saltwater; inspects and directs the plugging of abandoned or dry oil, water or gas wells; monitors the right amount of cement in the proper strata; supervises and inspects the leveling and resurfacing of land where wells have been drilled to ensure, as far as possible the return of the site to its original state.
2. Locates and monitors Class II injection wells as part of the Underground Injection Control (UIC) Program according to state and federal rules and regulations, wells used for disposal of waste saltwater accumulated in oil recovery and production processes; uses and monitors the use of pressure gauges to run Mechanical and Integrity Tests (MIT) to show any leaks or holes in the well; ensures that the fresh water zone is not contaminated, by the earliest possible detection of fluid migration into, or in the direction of underground sources of drinking water; uses chloride testing to determine salt content of nearby streams and watershed areas located geographically in oil and gas fields; closes down disposal of saltwater into Class II injection wells until they are in compliance.
3. Inspects natural gas and crude oil pipelines for leaks, disposal of waste and correction of fire hazards; suggests preventive measures.
4. Conducts correspondence with operators, landowners, and others in reply to complaints and requested information; searches the files of the Circuit Clerk, Recorder of Deeds and other public records to secure needed information about landowners and lessors of oil and mineral rights and to obtain legal descriptions of property.
5. Consults with attorneys, state's attorneys, sheriffs and other public officials on violations; prepares briefs; appears in court to give testimony regarding observed violations.
6. Keeps accurate up-to-date records and makes daily reports of activities in the assigned geographic area; prepares affidavits, secures notarization and mails copies to interested parties of each well plugged; forwards copies to state and federal agencies.

## WELL INSPECTOR II (Continued)

7. Consults supervisor when regulatory procedures require interpretation in unique situations; takes independent action in situations which endanger life or property, such as spills and fire hazards; substantiates decisions with facts when required at a hearing before the Mining Board.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor of science degree in geology or biology or petroleum engineering or related degree area, plus one year of technical experience in the exploration, production or recovery phase of the oil and gas industry; or an associate of arts degree in petroleum technology or a related field and three years of technical experience in the exploration or recovery phase of the oil and gas industry, or seven years direct experience in the exploration, production or the recovery phase of the oil and gas industry.

At this class level, one additional year of experience in the inspection and regulation of the oil and gas industry is required, such as could be gained as a Well Inspector I.

Knowledges, Skills and Abilities

Requires ability to respond to emergencies and adjust work time in order to complete inspections.

Requires extensive knowledge of state laws, rules and regulations governing the protection and conservation of oil, gas, water and coal resources of the State.

Requires working knowledge of the oil industry and the various drilling processes and the equipment used.

Requires working knowledge of secondary recovery methods.

Requires working knowledge of the geology of the State as pertains to oil, gas, water, and coal bearing strata.

Requires elementary knowledge of basic chemistry.

Requires ability to prepare and maintain clear and concise records and reports.

Requires ability to prepare and present documents and present information for the prosecution of violators.

Requires ability to read and understand county plat books, contour maps of strata formation, well logs, and legal descriptions used in deeds and abstracts.

Requires ability to search court records to identify correct ownership of mineral rights and legal descriptions of property.

Requires ability to use sound judgment in making determinations not covered by statutes.

Requires ability to make on-the-spot decisions on whether to close down a drilling or plugging operations or whether to discontinue the injection of saltwater into wells that do not meet regulations.

Requires ability to maintain effective working relationships with fellow workers, operators and employees of oil, water and gas producers.

Requires an appropriate valid driver's license.