

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

WELL INSPECTOR TRAINEE

POSITION CODE: 49425
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 an inspector of wells; learns to inspect oil and gas wells in the process of being drilled and the proper plugging of abandoned or dry wells or acquires knowledge and skill in inspecting 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. This is the entry level of the series, where new inspectors develop specialized knowledge of agency regulatory provisions, well inspection and enforcement practices and techniques.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a trainee, develops skills in inspection and enforcement techniques and inspects all types of wells in the process of being drilled in assigned geographic location for proper permit, location and drilling procedures; receives training in inspecting and directing plugging of abandoned or dry oil, water or gas wells; assists in inspecting 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. For training purposes, develops specialized knowledge of agency, state and federal regulatory provisions for Class II injection wells; locates and monitors Class II injection wells as part of the Underground Injection Control (UIC) program; uses and monitors the use of pressure gauges to run mechanical and integrity tests (MIT) to show any leaks or holes in the well used for disposal of saltwater; ensures that the fresh water zone is not contaminated; uses chloride testing to determine salt content of nearby streams and watershed areas located geographically in oil fields; closes down disposal of saltwater into Class II injection wells until they are in compliance.
3. Assists in inspecting natural gas and crude oil pipelines for leaks, proper disposal of waste and correction of fire hazards; suggests preventive measures.

WELL INSPECTOR TRAINEE (Continued)

4. Receives training in corresponding 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 land owners and lessors of oil mineral rights and to obtain legal descriptions of property.
5. As a trainee, consults with attorneys, state's attorneys, sheriffs and other public officials on violations.
6. Assists higher level well inspectors and receives training in record keeping, making daily reports to designated personnel 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.
7. Receives training by conferring with supervisor when regulatory procedures require interpretation in unique situations such as spills or 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, biology or petroleum engineering or related degree area.

Requires no previous experience.

Knowledges, Skills and Abilities

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

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

Requires elementary knowledge of secondary recovery methods.

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

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

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

WELL INSPECTOR TRAINEE (Continued)

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

Requires 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.