

<b>STATE OF OHIO (DAS)</b> CLASSIFICATION SPECIFICATION	<b><u>CLASSIFICATION SERIES</u></b> Mineral Resources	<b><u>SERIES NUMBER</u></b> 2293
	<b><u>MAJOR AGENCIES</u></b> Natural Resources only	<b><u>EFFECTIVE</u></b> 4/14/2019

**SERIES PURPOSE**  
The purpose of the mineral resources inspector occupation is to ensure the health & safety of the public & to perform inspections for environmental protection of soils, water & certain non-renewable mineral resources & to enforce Ohio Revised Codes 1509, 1513, & 1514.

At the first level, incumbents receive training in various oil & gas & solution mining industry or coal surface mines or mineral surface mining activities for compliance.

At the second level, incumbents independently inspect & document activities for one of the following disciplines: coal surface mines, mineral surface mining sites, or various oil & gas & solution mining industry activities for compliance.

At the third level, incumbents independently inspect & document activities on coal surface mines, mineral surface mining sites or various oil & gas & solution mining industry activities, & serve as senior inspector by providing technical assistance regarding field enforcement activities.

<b><u>JOB TITLE</u></b> Mineral Resources Inspector 1	<b><u>JOB NUMBER</u></b> 22931	<b><u>PAY RANGE</u></b> 30	<b><u>EFFECTIVE</u></b> 12/19/2010
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**CLASS CONCEPT**  
The entry level works under direct supervision & requires some knowledge of natural sciences or related field of study (e.g., geology; chemistry; hydrology; biology; agronomy) in order to receive training & instruction in methods used to inspect various oil & gas & solution mining industry or coal surface mines or mineral surface mining activities for compliance with applicable laws, rules & regulations & write inspection reports.

<b><u>JOB TITLE</u></b> Mineral Resources Inspector 2	<b><u>JOB NUMBER</u></b> 22932	<b><u>PAY RANGE</u></b> 31	<b><u>EFFECTIVE</u></b> 2/26/2012
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**CLASS CONCEPT**  
The full performance level works under general supervision & requires considerable knowledge of natural sciences or related field of study (e.g., geology; chemistry; hydrology; biology; agronomy) in order to independently inspect & document activities for one of the following disciplines: coal surface mines &/or mineral surface mining sites &/or various oil & gas & solution mining industry activities for compliance with applicable laws, rules & regulations & write inspection reports.

<b><u>JOB TITLE</u></b> Mineral Resources Inspector 3	<b><u>JOB NUMBER</u></b> 22933	<b><u>PAY RANGE</u></b> 32	<b><u>EFFECTIVE</u></b> 2/26/2012
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**CLASS CONCEPT**  
The advanced level requires thorough knowledge of natural sciences or related field of study (e.g., geology; chemistry; hydrology; biology; agronomy) in order to serve as senior inspector by providing technical assistance regarding field informant activities & independently inspect & document activities on coal surface mines, mineral surface mining sites or inspect various oil & gas & solution mining industry activities with most complex problems for compliance with applicable laws, rules & regulations; provides work direction & training over lower level inspectors.

<u>JOB TITLE</u>	<u>JOB NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mineral Resources Inspector 1	22931	07	12/19/2010	30

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Receives training, instruction, & is assigned to independently inspect in assigned geographical region various oil & gas & solution mining industry activities for compliance with Chapter 1509 of Ohio Revised Code, & rules adopted thereunder, permit conditions & orders by chief, witnesses & documents installation of surface casings in well bores for protection of underground potable water sources, determines adequacy of well casing cementing methods & inspects drilling rig blowout prevention tests, monitors all phases of drilling, producing, plugging, abandonment & saltwater transport & disposal & all phases of UIC operations, evaluates contamination & pollution of soil or water resources & inspection & approval of restoration of disturbed land areas, verifies maps for spacing & acreage requirements of proposed well sites & writes inspection reports,

OR

Receives training, instruction, & is assigned to independently inspect industrial mineral surface mining sites or coal surface & forfeited mine sites for compliance with Chapter 1513 or Chapter 1514 of Ohio Revised Code mining laws & rules & approved mining/reclamation plans for purpose of restoring capability of land disturbed by mining, & protecting environment & rights, health & safety of landowners & general public (e.g., collects water, spoil, soil samples &/or prepares samples for testing; investigates complaints; reviews reports, verifies mine site maps & prepares summary; documents observations, collects evidence of violations & issues or drafts enforcement actions; advises operators of needed compliance & reclamation work; evaluates site action & vegetative success to make recommendations to chief for release of performance bonds; evaluates quality of backfilling & grading of mined areas, replacement of topsoil, drainage controls & establishment of vegetation; conducts on-site pre-mining investigations to verify soils, vegetation, stream & facility locations, quantity, quality & accuracy prior to permit decisions; prepares information for civil penalty assessments under supervision of lead worker or administrator; documents site conditions in inspection reports).

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Investigates general complaints from landowners, state & local officials involving damage, pollution or contamination of groundwater due to oil & gas or mining activities; writes investigation reports of findings & recommendations; answers routine inquiries from public or government officials regarding all aspects of well or mining activities, site restoration, or pollution/contamination from such activities; attends meetings, workshops & training & makes presentations as needed; reviews permit applications, renewals & mid-term reviews (e.g., reviews proposed industrial mineral or coal mine sites; reviews proposed drainage control plans for compliance; identifies site specific or local geologic/hydrologic factors).

Collects evidence & makes recommendations for corrective actions to protect public health & safety, issues notices of violation & recommends issuance of orders by chief & prepares evidence & report necessary for administrative, civil or criminal prosecution as appropriate; recommends policy & work recommendations (e.g., recommends course of enforcement action; recommends input on proposed policy revisions; recommends specific permit conditions); consults with supervisor regarding controversial complaint reviews, legal referrals (i.e., chief's orders) & regarding very technical evaluations (e.g., mining; well construction; hydrology); resolves new or unexpected problems (e.g., variable field circumstances throughout state; irate citizens/industry).

Prepares filing for criminal complaints on behalf of division chief; appears as witness to provide testimony as to observations & evidence collection; performs research of courthouse records; operates personal computer to enter, edit, verify, & print data & reports; operates testing equipment (e.g., gas detector; pressure gauges; GPS; water testing equipment); testifies at administrative & judicial proceedings as assigned; attends meetings with public, federal & state agencies; investigates complaints as assigned.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of natural sciences (e.g., geology, chemistry, hydrology, biology, agronomy) state & federal laws, rules & regulations & agency polices & procedures applicable to mineral resources programs\*; safety practices. Skill in operation of personal computer; testing equipment (e.g., gas detector; pressure gauges; GPS; water testing equipment); 4 wheel drive motor vehicle\*, mapping & hand held surveying equipment\*. Ability to define problems, collect, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; use proper research methods in gathering data; gather, collate & classify information about data, people or things; compose technical reports, inspection reports & professional correspondence; communicate verbally & in writing; resolve complaints from angry citizens & government officials;

demonstrate physical fitness.

(\*) Developed after employment.

**COMPETENCIES**

Evaluating Information to Determine Compliance with Standards  
Getting Information  
Communicating with Supervisors, Peers, or Subordinates

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of undergraduate core program in natural science (e.g., geology; chemistry; hydrology; biology; agronomy); 1 course or 3 mos. exp. in public relations or communications; 1 course or 3 mos. exp. in operation of personal computer; must be able to provide own transportation; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Note: Any new hire accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment per Section 123:1-76-09 of Ohio Administrative Code.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Upon completion of one year probationary period, employees shall be automatically reassigned to Mineral Resources Inspector 2, 22932.

**UNUSUAL WORKING CONDITIONS**

Requires travel; conducts field inspections in inclement weather, on rough terrain & in heavy vegetation while carrying testing equipment weighing up to 20 lbs.; exposed to loud noises, dirt, mud at mine/well sites; may be exposed to toxic substances, blasting & potentially dangerous conditions at mine/well sites; spends high percentage of time alone in vehicle in remote areas; on call 24 hrs, 7 days per week; works around heavy equipment. Probationary period is one year.

<u>JOB TITLE</u>	<u>JOB NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mineral Resources Inspector 2	22932	07	2/26/2012	31

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Independently inspects in assigned geographical region inspects & documents activities for one of the following disciplines: coal surface mines &/or mineral surface mining sites &/or various oil & gas & solution mining industry activities for compliance with applicable Ohio Revised Codes (e.g., Chapter 1509; 1513; 1514) & rules adopted thereunder, & approved mining & reclamation plans,

If assigned coal surface mines or mineral surface mining site activities, collects water, spoil & soil samples & prepares samples for testing, evaluates mine sites for required reclamation & measures & calculates acreage for land disturbed for performance bond adequacy, investigates complaints from citizens or government representatives regarding blasting damage, water well diminution or contamination, drainage onto or flooding of adjoining properties, & stream pollution, reviews & recommends approval of reports & maps of mine sites for accuracy, verifies acreage determinations, creates inspection reports & drafts enforcement orders including required remedial actions to abate violations, monitors sites for compliance with issued orders, prepares information for civil penalty assessments, inspects reclaimed areas, evaluates success in achieving reclamation standards including grading, soils replacement, re-vegetation, & stabilization requirements & makes recommendations to division chief for release of required performance securities, meets with mine operators & representatives to discuss & defend actions taken, remedial work required or orders issued,

OR

If assigned to various oil & gas & solution mining industry activities, ensures compliance with ORC Chapter 1509, permit conditions & orders by chief, & performs duties specific to various oil & gas & solution mining industry activities (i.e., witnesses, documents & inspects installation of surface casings in well bores for protection of underground potable water sources, determines adequacy of well casing cementing methods & inspects drilling rig blowout prevention tests, monitors all phases of drilling, producing, plugging, abandonment & saltwater transport & disposal operations, inspects wells & well sites including storage tank batteries, pipelines, injection wells & enhanced recovery & solution mining wells, witnesses construction & testing of injection wells, enhanced recovery wells, annual disposal wells & solution mining wells, evaluates contamination & pollution of soil or water resources & inspection & approval of restoration of disturbed land areas, verifies maps for spacing & acreage requirements of proposed well sites & writes inspection reports).

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Investigates complaints involving damage to adjoining property or damage, pollution or contamination of ground or surface water due to surface mining or oil & gas; investigates more complex complaints regarding drilling, production or plugging of oil & gas wells, all phases of UIC operations or solution mining wells; interviews parties & witnesses, conducts surveillance of suspects, gathers records & documentation from various sources; writes investigation reports of findings & recommendations; consults with legal personnel on investigation & case presentation issues; answers more complex inquiries from public or government officials regarding all aspects of surface mining & reclamation requirements, well activities, site restoration, or pollution/contamination from such activities; attends meetings, workshops & training & makes presentations as needed; conducts review of permit applications, renewals & mid term permit review (e.g., reviews proposed mines sites; reviews proposed drainage control plans for compliance; identifies site specific or local geologic/hydrologic factors); conducts orphan & idle well case preparation.

Collects evidence of violations to surface mining or oil & gas laws & rules & makes recommendation for corrective actions to protect adjoining properties, environment & public health & safety; issues notices of violation & recommends issuance of orders by chief & prepares evidence & report necessary for administrative, civil or criminal prosecution as appropriate; makes recommendations for administrative actions including suspension or revocation of oil & gas operations or mining permits or forfeiture of performance bonds; assists in training lower-level mineral resources inspectors (e.g., accompanies on inspections, answers questions that arise; assists on investigation procedures, public complaints & court preparation); reviews annual &/or final reports & maps for permitted areas & prepares summary document.

Conducts field reviews of oil & gas operations or surface mining permit applications, permit renewal applications, proposed revisions to mining & reclamation plans; prepares required revision letters; conducts on-site meetings with mine operators to explain required application revisions & conducts on-site meetings with consultants regarding application revision requirements; makes policy & work recommendations (e.g., recommends course of enforcement action; provides input on proposed policy revisions; recommends specific permit conditions; recommendations for permit issuance & bond releases); consults with supervisor regarding controversial complaint reviews, legal referrals (i.e., chief's orders), very technical

evaluations (e.g., well construction; hydrology) & legal interpretations; resolves new or unexpected problems (e.g., variable field circumstances throughout state; irate citizens /industry; blasting damage evaluations); testifies at administrative hearings or proceedings; investigates & responds to written complaints; makes recommendations to update &/or revise state & federal policies.

Prepares filing for criminal complaints on behalf of division chief; appears as witness to provide testimony as expert witness as to observations, reports & evidence collection at administrative & judicial proceedings; performs research of courthouse records; attends meetings with staff, public officials & citizen groups; operates video display terminal/personal computer to enter, edit, verify & print data & or to produce reports; operates testing equipment (e.g., gas detector; pressure gauges; GPS; water testing equipment).

**MAJOR WORKER CHARACTERISTICS**

Knowledge of natural sciences (e.g., geology, chemistry, hydrology, biology agronomy) state & federal laws, rules & regulations & agency polices & procedures applicable to mineral resources programs\*; safety practices. Skill in operation of personal computer; testing equipment (e.g., gas detector; pressure gauges; GPS; water testing equipment); 4 wheel drive motor vehicle\*, mapping & hand held surveying equipment. Ability to define problems, collect, establish facts & draw complex conclusions; calculate fractions, decimals & percentages; use proper research methods in gathering data; gather, collate & classify information about data, people or things; compose technical reports, inspection reports & professional correspondence; communicate verbally & in writing; resolve complaints from angry citizens & government officials; demonstrate physical fitness.

(\*)Developed after employment.

**COMPETENCIES**

Evaluating Information to Determine Compliance with Standards  
 Getting Information  
 Communicating with Supervisors, Peers, or Subordinates

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of undergraduate core program in natural science (e.g., geology; chemistry; hydrology; biology; agronomy); 12 mos. exp. in natural resources with specialization in assigned area (e.g., coal or mineral surface mining or oil & gas & solution mining); 1 course or 3 mos. exp. in public relations or communications; 1 course or 3 mos. exp. in operation of personal computer; must be able to provide own transportation; valid driver's license.

-Or 12 mos. exp. as Mineral Resources Inspector 1, 22931in assigned area; must be able to provide own transportation; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Note: Any new hire accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment per Section123:1-76-09 of Ohio Administrative Code.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

Requires travel; conducts field inspections in inclement weather, on rough terrain & in heavy vegetation while carrying testing equipment weighing up to 20 lbs.; exposed to loud noises, dirt, mud at mine/well sites; may be exposed to toxic substances, blasting & potentially dangerous conditions at mine/well sites; spends high percentage of time alone in vehicle in remote areas; on call 24 hrs, 7 days per week; works around heavy equipment.

<b><u>JOB TITLE</u></b>	<b><u>JOB NUMBER</u></b>	<b><u>B. U.</u></b>	<b><u>EFFECTIVE</u></b>	<b><u>PAY RANGE</u></b>
Mineral Resources Inspector 3	22933	07	2/26/2012	32

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or**

**all of these duties or other job-related duties as assigned.)**

Independently inspects in assigned geographical region & documents activities on coal surface mines or mineral surface mining sites for compliance with chapters 1513 & 1514 of Ohio Revised Code, & rules adopted thereunder, & approved mining & reclamation plans, conducts water testing & collects water, spoil, & soil samples & prepares samples for testing, evaluates mine sites for required environmental protection provisions, drainage controls, reclamation practices & measures & calculates acreage of land disturbed for performance bond adequacy, reviews & evaluates compliance with complex engineering plans & design drawings regarding impoundments & waste disposal facilities, measures & calculates land slopes, reviews prime farmland soils removal, handling, storage, protection & redistribution practices, evaluates property of toxic & acid production materials handling activities, investigates complaints from citizens or government representatives regarding blasting damage, water well diminution or contamination, drainage onto or flooding of adjoining properties, & stream pollution, reviews reports & maps of mine sites for accuracy, verifies acreage determinations, creates inspection reports, investigative reports & issues notices of violation with specific violation & statutory reference information, required remedial action & time frames for abating violations, monitors sites for compliance with issued orders, prepares information for civil penalty assessments, inspects reclaimed areas, evaluates success in achieving reclamation standards including backfilling, grading, soil replacement, re-vegetation, water treatment, & stabilization requirements & makes recommendations to division chief for release of required performance bonds, regularly meets with & conducts inspections with federal oversight agency inspectors & responds to interagency directions.

Specializes in one or more of the following program disciplines: longwall mining (underground) & highwall mining operations, complex permit (office & field) review of new &/or renewal applications, blasting, hydrological study (modeling plans & dewatering complaints), technical reclamation plans, complaints (damage caused by mining & safety issues), lime mining waste, &/or in-stream mining.

OR

Independently inspects various oil & gas & solution mining industry activities for compliance with Chapter 1509 of Ohio Revised Code, rules adopted thereunder, permit conditions & orders by chief, witness & documents installation of surface casings in well bores for protection of underground potable water sources, determines adequacy of well casing cementing methods & inspects drilling rig blowout prevention tests, monitors all phases of drilling, producing, plugging, abandonment & saltwater transport & disposal operations, inspects wells & well sites including storage tank batteries, pipelines, injection wells, enhanced recovery wells, solution mining wells, witness construction & testing of injection wells, & monitors all phases of orphan & idle projects such as court house & title work, preparing budgets, approving plugging methods for bids; evaluates contamination & pollution of soil or water resources & inspection & approval of restoration of disturbed land areas & verifies maps for spacing & acreage requirements of proposed well sites, assists in developing & implementing statewide policies & procedures.

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Serves as senior inspector by providing technical assistance regarding field enforcement activities, assists in developing & implementing program policies & procedures, assists in rule writing, gives site specific training to new or other division personnel related to specific technical circumstance or legal case work, coordinates or serves as liaison with other state or federal agencies on an as needed basis, represents division on special committees.

Investigates most complex complaints involving damage to adjoining property or damage, pollution or contamination of ground or surface water due to coal, oil & gas, & surface mining & writes investigation reports that include findings & recommendations; investigates most complex complaints regarding drilling, producing or plugging of oil & gas wells, injection or solution mining wells; interviews parties & witnesses, conducts surveillance of suspects, gathers records & documentation from various sources & writes investigation reports that include findings & recommendations; consults with legal personnel on investigation & case preparation issues; answers most complex inquiries from public or government officials regarding all aspects of coal & surface mining & reclamation requirements, well activities, site restoration, or pollution/contamination from such activities & analyzes technical materials, interprets results of findings & makes recommendations for corrective action; serves as lead worker on special projects as assigned.

Collects evidence of violations of coal, surface mining or oil & gas laws & rules & makes recommendations for corrective actions to protect adjoining properties, environment & public health & safety; issues notices of violation & recommends issuance of orders by chief; prepares evidence & report necessary for administrative, civil or criminal prosecution as appropriate; makes recommendations for administrative actions including suspension or revocation of mining permits or forfeiture of performance bonds.

Conducts field reviews of coal or surface mining permit applications, permit renewal applications, & proposed revisions to

mining & reclamation plans; evaluates adequacy of proposed drainage control & pollution control plans, accuracy of detail on maps & projected success of plans if implemented properly; prepares required revision letters & conducts on-site meetings with mine operators &/or engineers & consultants to explain required application revisions; makes policy & work recommendations (e.g., recommends approval/disapproval for mining permit & modifications & performance security releases; recommends monetary penalty assessments; recommends criminal or civil legal actions; enforcement procedures; submits comments regarding established policies & procedures); consults with supervisor regarding complicated or multi-faceted field/enforcement problems (e.g., policy & legal interpretation; complex &/or controversial citizen complaints); resolves new or unexpected problems (e.g., changing field conditions; citizens complaints; blasting damage evaluation; irate mine operators/general public).

Prepares filing for criminal complaints on behalf of division chief; appears as witness to provide testimony as expert witness as to observations, reports & evidence collection at administrative & judicial proceedings; performs research of courthouse records; attends meetings with staff, public officials & citizen groups; attends workshops & training & makes presentations; operates personal computer to enter, edit, verify & print data & reports; operates testing equipment (e.g., clinometer; protractor; water testing equipment; soil probes; engineer's scale; well depth indicator).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of natural sciences (e.g., geology, chemistry, hydrology, biology, agronomy); state & federal laws, rules & regulations & agency policies & procedures applicable to mineral resources programs\*; safety practices. Skill in operation of personal computer; testing equipment (e.g., clinometer; protractor, water testing equipment; soil probes; engineer's scale; well depth indicator); 4 wheel drive vehicle. Ability to define problems, collect, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; use proper research methods in gathering data; gather, collate & classify information about data, people or things; compose technical reports, inspection reports & professional correspondence; communicate verbally & in writing; resolve complaints from angry citizens & government officials; demonstrate physical fitness.

(\* ) Developed after employment.

**COMPETENCIES**

Evaluating Information to Determine Compliance with Standards  
Getting Information  
Communicating with Supervisors, Peers, or Subordinates

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in natural science (e.g., geology; chemistry; hydrology; biology; agronomy); 24 mos. exp. in natural resources with specialization in assigned area (e.g., coal surface mining, mineral surface mining & oil & gas & solution mining); 1 course or 3 mos. exp. in public relations or communications; 1 course or 3 mos. exp. in operation of personal computer; must be able to provide own transportation; valid driver's license.

-Or 24 mos. exp. as Mineral Resources Inspector 2, 22932 in assigned area; must be able to provide own transportation; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Note: Any new hire accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment per Section 123:1-76-09 of Ohio Administrative Code.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; conducts field inspections in inclement weather, on rough terrain & in heavy vegetation while carrying testing equipment weighing up to 20 lbs; exposed to loud noises, dirt, & mud at mine/well sites; may be exposed to toxic substances, blasting & potentially dangerous conditions at mine/well sites; spends high percentage of time alone in automobile in remote areas; on call 24 hrs, 7 days per week; works around heavy equipment.