

ASSOCIATE RECLAMATION SPECIALIST

DEFINITION: Under general supervision, performs beginning level reclamation work of a non-technical routine nature; performs a planned learning progression of the duties and responsibilities described at the next higher level; duties assigned are to familiarize incumbents with the more difficult scientific work including the review and inspection of coal mining and reclamation and the application of coal mining reclamation and mining policies and procedures; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Carries out assignments in accordance with detailed instructions and established programmatic activities; assists upper level management and/or scientific staff in the inspection of reclamation projects for compliance with governing laws of the Navajo Nation; relieves higher level scientific staff of routine work; applies academic theories of reclamation work; prepares reviews of technical documents required for compliance with applicable codes and law; assesses and incorporates conditions of compliance reports.

Typical work assignments involve routine phases of reclamation projects pertaining to the improvement of active and abandoned mines throughout the Navajo Nation; consults supervisor and/or higher level scientific staff where work deviates from prescribed scientific methods; participates with scientific staff and/or supervisor in conducting and reporting on inspections and investigation of reclamation activities; conducts routine sampling and observation while on site; makes calculation and reports results of sampling; prepares routine reports.

Assists other staff with field inspections and assessments in and around surface coal mines; makes recommendations for reclamation, stabilization of surface grounds according to applicable codes and regulations; assists with site evaluations; identifies site features and possible mediation methods; conducts research of mining leases, permits operators, mining history, etc.; conducts detailed assessment of problem area geomorphology, geology, re-vegetation and hydrology; establishes project area based on priority of site and program goals and objectives.

Assists in the review of surface coal mining permit applications and plans; evaluates and identifies any potential problems with modifications and revisions; coordinates projects with U.S. Bureau of Indian Affairs (BIA), U.S. Bureau of Land Management (BLM), U.S. Office of Surface Mining Reclamation and Enforcement (OSMRE) and other federal environmental entities; coordinates and communicates with other professionals dealing with specific mining and reclamation aspects: prepares reclamation inspection and activity reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of reclamation and environmental concepts and principles as would typically be acquired through a bachelor's degree program.

Knowledge of computer hardware, software and peripherals.

Knowledge of research, analysis and technical writing methods and practices.

Skill in establishing and maintaining effective working relationship with others.

Skill in verbal and written communications.

Skill in the development and presentation of reports.

Ability to apply academic theory and basic principles of reclamation and environmental engineering.

Ability applying basic mathematical formulas to routine calculations.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires extensive walking on steep slopes and sometime on unstable ground; encounters with wildlife and cattle that may inhabit in successfully re-vegetated and reclaimed mined lands.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Science, Engineering, Environmental Science, Range Management, Biology, Geology, Hydrology or a closely related field of academic discipline that deals with land restoration and potential mined land reuse.

PREFERRED QUALIFICATIONS:

- Prior coal mining, reclamation or related experience.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.