

ENVIRONMENTAL RESOURCES ASSOCIATE**Nature of Work**

Under general supervision, in an associate role, performs complex paraprofessional work assisting professional staff in the areas of permitting and environmental enforcement in the Department of Environmental Protection. Responsible for the initial review of various mining, air quality, oil and gas, and waste and water permit applications including but not limited to: surface mining permits, permit renewal, permit transfer/assignment or sale, dam transfer permits, quarry transfer permits, operator assignment permits, annual bonding or incremental bonding applications. Applies state and federal statutes and regulations, policies and procedures in the permit review process. Review maps, leases, right of entries, transfer agreements, escrow agreements, surety bonds, certificates of deposits, letters of credit and other financial and legal documents for compliance with permit requirements. Accesses the Environmental Resources Information System (ERIS), the Applicant/Violator System (AVS) to review permit histories, acreage, bonding information, and ownership and control information to ensure compliance with applicable statutes. Contacts other state agencies to ensure required licenses and certifications are current and/or valid. Advises mining company officials, consultants or other permit officials of deficiencies or errors in the permit applications and requests corrections. Schedules and participates in conferences for the public discussion of permit applications. Performs related work as required.

Examples of Work

Conducts preliminary review of assigned sections of surface mine permit applications and of mine transfers, dam transfers, quarry transfers, operator assignment, quarry annual bonding, oil and gas permits, air quality permits, water and waste permits, incremental bonding and permit renewal applications; assures that the applications and appended documents meet the permit process requirements.

Accesses Environmental Resources Information System (ERIS), the Applicant/Violator System (AVS), Air Trax and other state and federal government databases to determine ownership and control of mine properties and resources and that all applicable state and federal licenses are current; reviews permit and violation history.

Determines compliance with regulations or acceptability within context of applicable standards. Collect, analyze and evaluate data for compliance.

Review permit histories and permit activity for the general public and Department of Environmental Protection personnel.

Ensure applicant is in compliance with federal and state agencies.

Review bonding information.

Advise applicants on changes in operational and procedural policies, regulations, and guidelines, and answer questions regarding those changes.

Monitors procedures for effectiveness and efficiency.

Devises new or updates existing forms, paper and/or electronic which support permit or other operations.

Assists in development of regulations, standards and procedures as appropriate.

ENVIRONMENTAL RESOURCES ASSOCIATE - Cont'd.

Knowledge, Skills and Abilities

Knowledge of or ability to learn rules, regulations, policies and procedures of the Department of Environmental Protection that are applicable to area of assignment.

Knowledge of basic numerical data, and techniques for organizing and presenting data.

Skill in reading and comprehending material such as permits, transfers, bonds, leases, and right of way agreements.

Ability to collect and compile accurate information from various sources.

Ability to evaluate situations and use sound judgment in decisions related to the functional area.

Ability to lead the work of others.

Ability to communicate effectively, both orally and in writing.

Ability to develop and maintain good working relationships with a wide variety of organizations, agencies, and individuals.

Ability to evaluate existing programs and make recommendations to implement, improve and revise programs.

Minimum Qualifications

Training: Graduation from a standard four-year high school or the equivalent.

Experience: Four years of full-time or equivalent part-time paid experience in paraprofessional or responsible clerical office support work in the acquisition, preservation and enhancement of environmental/natural resources.

Substitution: Any combination of experience as described above and successful completion of college course work from a regionally accredited four-year college or university towards a major in chemistry, physics, geography, biology, economics, engineering, environmental studies, natural science, or archaeology may be substituted through an established formula on a year-for-year basis for the required experience.

Established: 03/20/2008

Effective: 05/01/2008