

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 4004100**

<b>Mineral Resources Technician 1, Grade 14</b>	<b>4004100</b>
<b>Mineral Resources Technician 2, Grade 19</b>	<b>4004200</b>

Brief Description of Class Series

Mineral Resources Technicians assist higher level staff including Mineral Resources Specialists in the environmental and technical review of permit applications for oil, gas, and solution mining; well drilling and plugging permits; and perform similar activities for other Environmental Conservation Law (ECL) Article 23 wells deeper than 500 feet including geothermal, stratigraphic, and brine disposal wells. For all regulated wells, Mineral Resources Technicians monitor and inspect all phases of well drilling, production, and plugging operations, and may respond to complaints and assist with investigations.

These positions are classified only in the Department of Environmental Conservation.

Distinguishing Characteristics

*Mineral Resources Technician 1:* full performance level; performs environmentally oriented pre-drilling inspections and inspections of drilling, production, and plugging sites, including safety inspections of equipment for compliance with ECL Article 23, DEC regulations, permits, and approvals.

*Mineral Resources Technician 2:* advanced performance and supervisory level; performs field investigations and inspections of technically critical wells in environmentally sensitive areas and may respond to complaints; typically supervises the work of lower-level technicians and participates in their training; reviews draft permits and approvals, and other documents for compliance with ECL Article 23 and DEC regulations and makes recommendations, as appropriate.

Illustrative Duties

*Mineral Resources Technician 1*

Performs environmentally oriented pre-drilling inspections and inspections of drilling, production, and plugging sites.

Completes safety inspections of equipment at the well site.

Monitors all phases of drilling, production, and plugging operations, including casing, cementing, and stimulating, to ensure adherence to rules, regulations, and special permit conditions.

Performs searches for orphaned and abandoned wells.

Assists in responding to and investigating complaints.

Assists in compiling maps, records, reports, and related information.

Assists in the administration of leases for oil and gas production on State lands and audits the records of producers to ensure correctness of payments.

Inputs data and assists with analysis of electronic data.

May assist in the professional development of staff at the trainee level.

#### *Mineral Resources Technician 2*

Reviews permit applications, including environmental assessment forms, and determines the need to coordinate drilling activities with other local, State, or federal agencies.

Performs field investigations and inspections on technically critical wells in environmentally sensitive areas, including wells over 6,000 feet deep, and high-pressure wells.

Plans and oversees searches for orphaned and abandoned wells.

Performs basic mineral resource analyses and studies, and assists in complex analyses and studies.

Investigates pollution incidents and prepares reports and recommendations.

Inputs and analyzes electronic data.

Supervises lower-level technicians and participates in the training and development of lower-level staff, and in the performance of their assigned duties.

#### Minimum Qualifications

*Mineral Resources Technician 1*

Promotion: one year of service as an Environmental Engineering Technician 2 and successful completion of a one-year traineeship.

Open Competitive: two years of engineering technician experience, one year of which must have been in drilling, development, or production activities for oil, gas, solution mining, or underground gas storage or 60 semester credit hours, 35 of which must have been in the environmental and engineering sciences.

*Mineral Resources Technician 2*

Promotion: one year of service as a Mineral Resources Technician 1.

Open Competitive: 60 semester credit hours, 35 of which must have been in the environmental and engineering sciences and two years of experience in drilling, development, or production activities for oil, gas, solution mining, or underground gas storage, or State or federal-level regulatory experience thereof, including inspection, compliance, or permitting experience.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

06/2024

MK