



#### Job Details

**Job Class: State Program Administrator, Director**

**Working Title: Mineland Reclamation Supervisor**

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 04/04/2019

**Closing Date:** 04/29/2019

**Hiring Agency/Seniority Unit:** Department of Natural Resources

**Division/Unit:** Lands and Minerals

**Work Location:** Hibbing, MN

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** Yes

**Salary Range:** \$30.97 - \$44.62/hourly; \$64,665 - \$93,166/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 216 - Middle Management Association/MMA

**FLSA Status:** Exempt - Executive

[Connect 700 Program Eligible:](#) Yes

#### Job Summary

This position exists to administer the Permit to Mine Program, including directing and monitoring mining operators' reclamation success, administering and supervising Reclamation Section staff responsible for Minnesota's statewide Permit to Mine program. The program includes permit administration, inspections, and environmental review. Particular attention is directed at the areas of vegetation and soils and their role in future land use potential of reclaimed mineral and peat mining facilities.

Specific responsibilities include:

- Supervise the reclamation field staff so that the state's Permit to Mine program functions efficiently and cooperatively with other Divisional, Departmental, and outside agency programs.
- Administer the state's Permit to Mine program functions efficiently and cooperatively with other Divisional, Departmental, and outside agency programs.
- Direct staff evaluation of environmental reviews for proposed mining, mining expansions, and bulk sample projects.
- Perform administrative and liaison duties in efficiently representing the Reclamation Unit and the Division of Lands and Minerals across disciplines and to the general public.
- Coordinate staff participation in special projects, including Laurentian Vision, reclamation practice improvements and collaboration in the development of mineland reclamation rules, revisions, and amendments so that they accurately reflect state-of-the-art knowledge and principles of reclamation.

## Minimum Qualifications:

- Bachelor's degree in biology, forestry, geology, reclamation, environmental science, environmental engineering, public administration, or related field.
- Three years professional experience in biology, forestry, geology, reclamation, environmental science, environmental engineering, public administration, or related field. \*A Master's degree in the above fields may substitute 1 year of experience.\*
- Two years supervisory/lead worker experience.
- Knowledge of biology, forestry, geology, reclamation, environmental science, environmental engineering, or related field.
- Human relations skills sufficient to maintain good relations within and outside the DNR, including with other regulatory agencies and the industry.
- Writing skills sufficient to record and communicate program objectives clearly and accurately.
- Administrative and human resources skills for supervision, leadership, following policies, procedures, and labor contracts. Abilities strong enough to assign, schedule, direct, train, evaluate, work performance, and discipline staff.
- Computer experience in Microsoft Office programs.

## Preferred Qualifications:

- Master's or higher degree in in biology, forestry, geology, reclamation, environmental science, environmental engineering, public administration, or related field.
- Experience in mineland reclamation.
- Knowledge or experience with Minnesota's mineland reclamation regulations and permitting, specific to wetlands mitigation and replacement (Wetland Conservation Act).
- Knowledge or experience with Minnesota's environmental review process and the connection with permitting.

## Physical Requirements

Requires occasionally lifting up to 25 pounds such articles as file boxes and heavy hand tools or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

## Additional Requirements

This position requires an unrestricted Class D Driver's License with a clear driving record.

It is policy of the Department of the Natural Resources that those offered employment submit to a background check prior to employment. All job offers are contingent upon passing the following components:

1. Criminal history check
2. Driver's license history
3. Reference checks

## Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax

flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

**The position provides the opportunity to have influence over the long term reclamation and restoration of large portions of the state's landscape, primarily in northern Minnesota. The position also provides the opportunity to put strong problem solving skills to work connected with the extraction of natural resources from a multi-faceted landscape that brings economic benefit to the state, while at the same time, balancing the many potential uses (i.e. wildlife, recreation) of that same landscape.**

## How to Apply

Click "Apply" at the bottom of this page and submit an application/resume that clearly describes how you meet the qualifications listed above. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

## Contact

If you have questions about the position, contact Jennifer Engstrom at [jennifer.engstrom@state.mn.us](mailto:jennifer.engstrom@state.mn.us) or 651.259.5385.

If you are a Connect 700 applicant, please submit your certificate to Nicole Kruse at [nicole.kruse@state.mn.us](mailto:nicole.kruse@state.mn.us) or fax to 651.296.6494 by the job posting close date.

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### AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.

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