



Job Description

Job Title:	Archaeological Technician - Seasonal
Incumbent:	
Classification:	Non-Exempt
Reports to:	
Date Reviewed:	Tuesday, February 13, 2018

Summary

The Archaeological Technician – Seasonal performs archaeological field work, lab work, or related office work under the direction and supervision of a HRA and/or NLURA staff Archaeologist.

Essential Functions

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Conduct appropriate research and/or fieldwork accurately, within professional standards, and HRA and/or NLURA research standards.
- Occasionally responsible for carrying out research or fieldwork independently.
- Participate in the preparation and/or editing of research reports and supporting material.
- Prepare, enter, and use research data contained in computerized databases. Conduct occasional data analysis.
- Regularly use, maintain, and repair field equipment (including shovels, screens, power tools, electronics, hard hats, safety vests, etc.)
- Perform all assigned tasks within budgetary and schedule constraints.
- May perform duties on multiple, simultaneous projects.
- Travel as required to perform project and/or company related tasks as directed.
- Maintain excellent communication and foster a collaborative working environment with all departments and offices, as well as with clients and project personnel in the field.
- Maintain regular attendance and timeliness.
- All other duties as assigned.

Required Education and Experience

At a minimum, a Bachelor's degree in Archaeology or Anthropology.

Preferred Education and Experience

Experience working in the field, conducting analysis of research data, and contributing to research reports.

Skills

Ability to effectively conduct research activities, and conduct appropriate aspects of fieldwork using appropriate field techniques. Develop and maintain positive relationships, ability to balance work schedules and demands, provide and accept feedback, seek to resolve conflict through communication and collaboration, use effective verbal and written communication, listen and communicate effectively. Proficient in the use of computer programs and database systems and familiarity with the operation and use of cameras, GPS, and GIS equipment and software.

Supervisory Responsibilities

This position may supervise and/or assist employees relative to specific projects in the field, lab, and office but has no direct reports.

Work Environment

This position operates in an outdoor fieldwork setting up to 100% of the time where exposure to weather elements, dirt, and dust, unpleasant smells, and/or loud noises are possible. Fieldwork may be conducted during anytime during the year and may encounter all weather elements.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to communicate and converse with employees, maintain a stationary position (standing and sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods of time. The worker may be required to operate in close quarters, crawl spaces, small rooms, and narrow aisles and passageways.

In order to effectively perform the essential functions of this role, the employee will be required to meet the physical demands of the field, which may include pedestrian survey in rough terrain; digging shovel or auger probes and excavation units; taking notes and recording resources; carrying the necessary field equipment; and other physical duties as directed by your supervisor and/or the field director.

This position requires the ability to stand to lift boxes of up to 50 pounds and possess the visual acuity required to accurately observe and describe archaeological sites, features, and artifacts.

Hazards

The employee in this position may be exposed to certain hazards as part of the duties and responsibilities of the position such as animals, insects, poisonous plants, construction, heavy machinery and noisy environments, driving and working in adverse weather conditions, and the possibility of being a lone worker. HRA will provide required personnel protective equipment (PPE) needed to mitigate or eliminate these hazards and all employees will be trained on the appropriate use of PPE.

The employee in the position may be asked to work on HAZWOPER projects. Exposure to certain chemicals and heavy metals may occur. If the employee works on these types of projects HAZWOPER training, medical and health surveillance will be a requirement. Specialty PPE will also be required. HRA will provide for training, surveillance and PPE at no cost to the employee.

Position Type

This is an on-call, seasonal position. Days and hours of work are generally Monday through Friday, 8:00 a.m. to 5:00 p.m. but is flexible based on need. Evening, night, and weekend work may be required as duties demand.

Affirmative Action (AAP/EEO statement)

HRA is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Disclaimer

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

I have read and I understand these duties and responsibilities.

Signature:	
Print Name:	
Date:	

