



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11404 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7353 | Fax (360)466-1348

<b>Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?</b>	<b>No</b>
<b>Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?</b>	<b>No</b>

**Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.**

**JOB TITLE: Archaeology Technician II**

**DEPARTMENT: Planning & Community Development**

### **POSITION SUMMARY:**

This position involves general labor working as part of the Cultural Resource Program field crew conducting archeological survey, testing, excavation, monitoring, and analysis. This is an outdoor seasonal position under the direction of the Swinomish Tribal Historic Preservation Office (THPO). Crew members will be involved in digging, screening material, monitoring construction, and assisting with archeology work as directed.

This position is under the general direction of the Tribe’s Tribal Historic Preservation Officer and the day-to-day supervision of the Archaeology Technician III – Crew Supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist with field work.
- Survey, testing, excavation, and inventory projects.
- Handling of artifacts and cultural material.
- Written and verbal communication and positive teamwork.
- Cultural monitoring: the observation of construction activities in order to protect cultural resources.
- Occasional leading and instruction of less experienced field crew.
- Completion of field forms and paperwork.
- Occasional artifact analysis and research.
- Report writing and editing.
- Independent monitoring off- and on-reservation as assigned.
- Adherence to safety rules and PPE requirements when on a construction site.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Must be able to walk up to two miles per day and lift 50 pounds.
- Must possess a positive attitude, willingness to learn, and strong work ethic to help ensure project success.
- This position will involve working with cultural sites and confidentiality of such information is required.

- A high school diploma or GED.
- Pursuing further education or training.
- Prior experience or background in archeology technician job duties.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work with a team to complete tasks.
- Must have a valid Washington State Driver’s License.

**WORK ENVIRONMENT AND TIME COMMITMENT**

1. Work schedule is 40 hours per week. This is a seasonal full-time position.
2. Work will require bending, lifting and carrying up to 50 pounds, walking over rough, overgrown and uneven terrain.
3. Work is primarily in the field.
4. Work performed in an environment which involves everyday risks or discomforts and adverse weather conditions.

**EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Forester is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_