

Summit Metro Parks

<u>TITLE:</u>	Seasonal Cultural Resources Field Technician
<u>STATUS OF EMPLOYMENT:</u>	Seasonal
<u>CLASSIFICATION:</u>	Grade C, Hourly, Starting \$12.00 - \$17.00
<u>BENEFITS:</u>	Public Employment Retirement System (PERS)
<u>PROFILE:</u>	Assigned to Conservation Department

Job Content:

I. Overall purpose of this position:

Working under the direction of the Chief of Conservation the employee will assist with cultural resource management projects throughout the district in cooperation with the Cultural Resources Staff. Duties will include the collection of historic and precontact data from secondary sources as well as site specific field studies and personal interviews. The employee will be responsible for cultural resource data collection, documentation, and analysis.

2. Major activities, which must be performed in order to carry out the purpose of the position as described above:

- A. Conduct secondary source data reviews (databases, libraries, museums, historical societies, etc.).
- B. Utilize GPS technology to map various landscape features.
- C. Conduct and document historic and/or archaeological fieldwork as necessary. Fieldwork may include reconnaissance, Phase I, Phase II or Phase III survey and will be conducted according to the Ohio Historic Preservation Office's guidelines for archaeological and historic fieldwork.
- D. Assist with artifact processing as necessary (cleaning, inventory).
- E. Comply with all park district safety and risk management programs.
- F. Flexible work hours, including evenings, weekends, and holidays, as required.

Qualifications:

- 1. Applicant should be enrolled in or have a bachelor's or associate's degree in anthropology, archaeology, or a related discipline.
 - 2. Prior experience conducting archaeological fieldwork either as part of an academic program or under the supervision of a qualified principal investigator.
 - 3. Broad, general understanding of cultural natural resource issues, typically acquired through formal training and/or cultural resource management fieldwork.
- Demonstrated problem solving and analytical skills.

- Demonstrated emotional intelligence to include: demonstrated self-awareness and accurate self-assessment, demonstrated sensitivity and empathy, demonstrated openness, reliability, and consistency. Proven track record of establishing and maintaining critical relationships internally and externally. Demonstrated trust, integrity and credibility.
- Demonstrated organizational skills and time management.
- Maintain a valid Ohio driver's license with clear driving record.

Essential Physical Demands and Working Environment

This position will consist of conducting archaeological fieldwork and archaeological research. Fieldwork may include pedestrian survey, shovel testing, or the hand excavation of test units. Research may include conducting literature reviews, filling out forms, and locating and reading physical or digital documents. While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear. The employee frequently is required to use hands to handle or feel and is required to reach with hands and arms. The employee is required to sit, climb or balance, stoop, kneel, crouch or crawl, taste or smell. The employee must regularly lift and/or move up to 25 pounds. The employee will be required to dig using a shovel or trowel and/or use a soil corer or auger. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee is expected to use a computer as necessary.

While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions including temperature, humid and wet, fumes or airborne particles, and confined spaces.

CONDITIONS:

Must be 18 years or older. Must successfully complete a one-month probationary period. Must be self-motivated and able to work independently. Must be available nights and weekends as needed to complete job assignments.

CONTACT:

Send application to employment@summitmetroparks.org. Phone calls will not be accepted.

CLOSING DATE:

Open until filled.