



Smith River Rancheria Position Description

Title: Cultural Field Technician
Class: Skilled
Status: Full Time/Part Time
Supervisor: THPO Officer
Effective Date: May 2010

Department: Administration
FLSA: Non-Exempt
Pay Grade: VIII (\$19.55 - \$27.58)
Subordinates: None

Position Summary:

Employee is under the direct supervision of the THPO Officer. Participates in archeological field surveys and conducts cultural resources monitoring. This is primarily a field position. The position is temporary on-call as needed.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Assists and participates in cultural resources and archeological field surveys.
- Conducts cultural and archeological resources monitoring throughout Tolowa Dee-ni' ancestral lands as assigned.
- Assists in tribal consultation under the direction of the THPO Officer.
- Complete required trainings for cultural and archeological resources monitoring, documentation, and resources protection.
- Completes site records and monitoring records to Tribal Historic Preservation Office standards.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High school diploma or equivalent (GED) is required, and six (6) months general experience.
- Ability to establish and maintain cooperative working relationships with the community.
- Ability to work and communicate effectively with local, federal, state agency staff and/or project coordinator's during project implementation.
- Demonstrated ability to read maps and project descriptions.
- Willingness to complete required training for cultural resources monitoring and documentation.
- Familiar with relevant state and federal laws
- Must submit to and pass a pre-employment drug and alcohol screen.
- Knowledge of Tolowa Dee-ni' culture and cultural resources.
- Prefer skilled in Industry Standard GIS applications.
- Qualified American Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- Must possess and maintain a valid, state-issued driver’s license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

- Good physical condition. May require standing for long periods of time.
- Must be able to hike long distances and navigate in rugged and remote terrain.
- When necessary, must be able to lift 25 to 50 pounds.
- While performing the duties of this job the employee is regularly required to sit, use hands to finger, handle or feel.
- The employee is frequently required to stand, walk, hike long distances and squat.

Vision Requirements:

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and the ability to distinguish shades of color.

Work Environment:

- This is primarily a field position. Work in various environments (rain, wind, sun, etc.)
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____