

JOB DESCRIPTION

JOB TITLE: Project Archaeologist

LOCATION: Dallas, Texas

DIRECT REPORT: Steve A. Tomka, Ph.D., Cultural Resource Program Director
Raba Kistner Environmental, Inc. (RKEI)

PRIMARY FUNCTION:

The position requires a 3-8 years with a minimum of 3 years of applicable experience working with the Antiquities Code of Texas, Section 106 of the National Historic Preservation Act and the National Environmental Protection Act. The Project Archaeologist's primary responsibilities will be to assist RKEI in building a successful cultural resources practice in North East Texas and the surrounding region.

The Project Archaeologist shall be assigned both project management and field execution responsibilities including but not limited to construction monitoring, pedestrian surveys, National Register of Historic Places eligibility testing, and data recovery investigations. In addition, the Project Archaeologist shall also support the laboratory processing and curation preparation activities associated with projects and will be involved in the analysis of artifacts and the preparation of technical reports associated with each project. The Project Archaeologist will support the firm's objectives of meeting our clients' expectations in a timely manner while assisting his/her unit in achieving profit objectives.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Employee will have the following minimum duties and responsibilities:

1. Strengthen existing client relationships and assist in development of new business opportunities with public and private sector clients in North East Texas and the surrounding region.
2. Oversee and manage Cultural Resources Compliance (CRC) staff of the Dallas RKEI office in concert and collaboration with the Cultural Resources Program Director.
3. Manage and maintain CRC projects on-budget and on-schedule for RKEI clients.
4. Coordinate with the Cultural Resources Program Director to advance the Department's profitability and effectiveness of all archaeology staff.

TECHNICAL:

1. Serves as the lead Project Archaeologist on cultural resource projects.
2. Coordinate with the staff of the Texas Historical Commission, Texas Department of Transportation and Oklahoma Department of Transportation's Cultural Resources Programs to ensure outstanding performance of cultural resources tasks associated with existing contract obligations.
3. Work with existing Engineering and Environmental Clients to ensure proper responses to existing contractual obligations.
4. Prepare or assist in preparing technical reports and other deliverables to ODOT, TxDOT and all other clients with whom RKEI retains contractual obligations.

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5. Participate in regional organization(s) to build the business reach of the RKEI Dallas office.
6. Prepare archaeology permit applications.
7. Prepare reports from project data and field observation notes.
8. Conduct analysis of field data and artifacts recovered to aid the preparation of report data.
9. Assist with Geophysical Surveys.
10. Assist in developing and utilizing GIS data for project specific assignments.

MANAGERIAL:

1. Manages the day-to-day CRC operations of the RKEI Dallas Office.
2. Manages projects in a fiscally responsible manner.
3. Communicates professionally and in an effective manner with project staff, clients, resource agencies, sub-consultants concerning project goals and results.
4. Assists senior management to monitor technical and loss prevention practices to ensure the CRC Service Line is in substantial compliance with good accepted practices.
5. Plans and effectively utilizes managerial skills to advance the Department's profitability and the effectiveness of all archaeology staff.
6. Plans, coordinates and documents satisfactory training of all environmental laboratory, field, and clerical staff.
7. Provides technical/project management training and mentoring to our professional and technical staff members.

QUALIFICATIONS:

Employee shall possess the following minimum qualifications:

1. A Master's degree in Archaeology, Anthropology, or Historic Preservation, or a closely related field and with a minimum of three (3) years applicable experience.
2. Experience interpreting and applying Section 106 of the National Historic Preservation Act, and the rules and regulations associated with the National Environmental Protection Agency.
3. Excellent writing skills for correspondence, proposals and reports.
4. Ability to work independently.
5. Able to present a professional appearance appropriate to regular client and regulatory agency interface.

WORKING CONDITIONS:

1. Works outside and is subject to weather conditions.
2. Potential exposure to equipment movement hazards and dangerous chemical/solvents if proper safety procedures are not followed.
3. May work protracted or irregular hours.
4. May work weekends/holidays and out-of-town projects.

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5. Ability to travel to sites and maneuver over rough and uneven terrain and/or slippery surfaces.
6. Work related responsibilities require travel out of town to Raba Kistner offices, client offices, and project locations.

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibility assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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