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# HISTORICAL PRESERVATION SPECIALIST (Archaeologist)(Job Id 45935)

**Post Date:** 04/03/2019

**Close Date:** 04/18/2019

**Category:** WASTE / ENVIRONMENT

**Grade:** 21

**Location:** PHOENIX

**Salary:** 50,773.00-67,500.00

## Description

### ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT)

*Driving the future of transportation with a diverse and innovative team*

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

To learn more about the ADOT team [CLICK HERE](#)

### HISTORIC PRESERVATION SPECIALIST (Archaeologist)

Environmental Project Manager

#### LOCATION

#### IDO- Environmental Planning Group

1611 W. Jackson Street, Phoenix, AZ 85007

#### JOB SUMMARY

This position supports ADOT's Environmental Planning (EP). EP provides environmental services for transportation activities through compliance with regulatory requirements, assuring that all ADOT construction projects comply with environmental laws, and help protect sensitive environmental areas within the state.

The functions performed in and by the group are mandated by either state or federal law, and must be adhered to ensure ADOT projects can be built in compliance with all applicable laws and regulations. For each environmental analysis undertaken by EP, cultural resources, including archaeological sites and historic properties, must be considered, analyses performed, and appropriate Tribal governments, the State Historic Preservation Office, and land managing agencies consulted. This position is responsible for coordinating and managing all activities associated with securing cultural resource concurrences for assigned ADOT highway construction project, local government federal-aid projects, and various emergency and District level projects as needed or requested. A working knowledge of the National Environmental Policy Act (NEPA) and how it relates and integrates with Section 106 of the National Historic Preservation Act is required.

This position completes the cultural resources reviews for all of the federal-aid projects. This position

may assist with maintenance work orders, disposals of excess right-of-way, review of material source pits, and state funded projects. This position is part of Environmental Planning's Historic Preservation Team and will be supervised by the Historic Preservation Team Lead who is responsible for ensuring the technical completeness of the documentation.

***Essential Duties and Responsibilities include but are not limited to:***

- Manage and oversee consultant activities relating to archaeological surveys, site flagging, monitoring, testing, and data recovery; and assessment of historic buildings and structures.
- Review technical reports, including overviews, surveys, testing and data recovery work plans, and final data recovery reports for adequacy and compliance.
- Work with consultants to ensure delivery of product by general agencies, local governments, and tribes on cultural resources and historic preservation issues, including site eligibility and project effects.
- Prepare and review Section 106 documents, including Memoranda of Agreement, Programmatic Agreements, and letters.
- Review cultural resources information and Section 106 determinations in NEPA Documents.
- Problem solving: Variable situations requiring analytical, interpretive, evaluative, and/or constructive thinking within broadly defined policies and objectives.
- Communicate with Historic Preservation Team Lead/Cultural Resources Program Manager on a weekly basis to ensure adequate review of work project, inform HPT Lead of potential problems in the completion of the work that may affect project schedules or budget, and discuss with HPT Lead difficult or complex projects.
- Fill in for Planner III on an as-needed basis during flex days, vacation, etc.
- Work on emergency, non-standard or accidental discovery projects to ensure agency compliance with appropriate cultural resource laws.

**KNOWLEDGE, SKILLS, AND ABILITIES**

***Knowledge in***

- State, Federal, Tribal, local agency policies, procedures, and regulations to effectively manage and facilitate cultural resources clearances/projects
- Section 106 of the National Historic Preservation Act
- Principles of historic preservation, archaeological methods, and Arizona history and prehistory

***Skills in***

- Verbal and written communication and facilitation to interact daily with ADOT personnel, outside agency personnel, tribes, consultants, and the public
- Project management to facilitate completion of large projects on tight and often changing schedules, skills in phone and email usage; skills to address archaeological data recovery situations
- Basic computer use, use of Geographic Information Systems (GIS) and Global Positions System (GPS), are desired, but not required

***Ability to***

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- Manage multiple tasks, which shepherding large projects through a complex and often changing process

## PREFERRED REQUIREMENTS

### ***The ideal candidate for this position will have:***

- Bachelor's degree required in archaeology/anthropology/history or related field, Master's or above preferred.
- Additional training in Section 106 of NHPA, Arizona Historic Preservation Act, and other State and Federal cultural resource law.
- Experience collecting class I data (AZSITE, HPT Portal, City of Phoenix database, GLOs, etc.).
- Experience in Section 106 consultation with state and federal agencies,
- Interaction with Tribal governments in coordination and consultation on projects.
- Field experience in prehistory and historic archaeology.
- Experience in drafting small survey and monitoring reports.
- Experience in the assessment of historic buildings and structures.
- Training/experience in project management public speaking, facilitation, negotiation and problem solving.

## PRE-EMPLOYMENT REQUIREMENTS

This position requires possession of a valid Arizona Class D Driver License. Candidates for this position must complete and sign PART 1 of the State of Arizona Application for Employment at the time of interview, which will allow ADOT to obtain the candidate's motor vehicle record (MVR). The most recent 39-month period shown on the MVR will be reviewed in accordance with A.A.C. R2-10-207.12 (H) and (I). The review must show an acceptable driving record prior to any offer of employment being made by ADOT. Employment is contingent upon an acceptable MVR.

## BENEFITS

### ***The State of Arizona provides an excellent comprehensive benefits package including:***

- Affordable medical, dental, life, and short-term disability insurance plans
- Top-ranked retirement and long-term disability plans
- 10 paid holidays per year
- Vacation time accrued at 4.00 hours bi-weekly for the first 3 years

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- Sick time accrued at 3.70 hours bi-weekly
- Deferred compensation plan
- Wellness plans

Please visit [http://www.azdot.gov/Inside\\_ADOT/HR/Employment.asp](http://www.azdot.gov/Inside_ADOT/HR/Employment.asp) to learn more about benefits given to ADOT employees.

All newly hired employees will be subject to the E-Verify Employment Eligibility Verification Program. *ADOT supports a diverse multi-cultural workforce that reflects the community, promotes equal opportunity at all levels of the Agency, and creates an inclusive work environment that enables all individuals to perform to their fullest potential free from discrimination.*

To submit your resume click the "APPLY NOW" button below

***Having trouble applying for this position?  
Email [HRIShelpdesk@azdoa.gov](mailto:HRIShelpdesk@azdoa.gov) or call (602) 542-4700 for assistance.***

ADOT