



**MARICOPA COUNTY**  
invites applications for the position of:  
**Cultural Resources**  
**Specialist - Environmental**

An Equal Opportunity Employer

**OPENING DATE:** 04/10/19

**CLOSING DATE:** 04/19/19 11:59 PM

**DEPARTMENT:** Transportation

**JOB TYPE:** Unclassified/Full-Time

**LOCATION:** Phoenix, Arizona

**SALARY:** \$50,024.00 - \$82,888.00 Annually

**POSITION OVERVIEW:**

The Cultural Resources Specialist analyses, surveys, investigates, documents, and presents cultural (archaeological and historical) resources for Maricopa County Department of Transportation projects. The position also manages cultural resources compliance and review for Maricopa County Department of Transportation projects and provides technical analysis for complex projects related to the identification, documentation, evaluation, treatment, and preservation of cultural resources.

**POSITION QUALIFICATIONS:**

***Minimum education and/or experience:***

Bachelor's degree in Anthropology or History with a focus on Archaeology or Historic Preservation, or a related field, and two (2) years of work experience with cultural resources field work, analysis, and report writing; and compliance with federal, state, and local environmental and cultural resources laws, regulations, policies, and procedures. A Master's degree in a related field may substitute for one (1) year of the work experience requirement.

***Specialized training, certifications, and/or other special requirements:***

Must possess, or have the ability to obtain by the time of hire, a valid Arizona driver's license. Must meet the Secretary of the Interior's Professional Qualifications Standards for Archaeologists, Historian, or Architectural Historian.

***Knowledge, skills, and abilities:***

*Knowledge of:*

- The principles of Arizona preservation, prehistory and history.
- A variety of environmental areas, such as hazardous materials, and natural resources.
- Federal, state, tribal, and local environmental laws, regulations (Section 106 of the NHPA, Arizona Antiquities Act, etc.), guidelines, policies, legislation, trends and industry practices.
- Historical documentation standards (SHPO; HABS-HAER).
- Road construction methods, transportation terminology, roadway plans reading/interpreting, government policy, environmental impacts, and planning methods.
- Environmental methods, theories, concepts, methodology, and techniques.

- Cultural resources survey procedures.
- Report preparation.

*Skilled in:*

- Managing consultant work.
- Preparing and reviewing consultant scopes, budgets, and schedules.
- Assessing and prioritizing multiple tasks, projects and demands.
- Analyzing environmental conflict issues and preparing recommendations/mitigation based on findings.
- Identifying, evaluating, and mitigating effects of impacts on environmental/cultural resources.
- Establishing and maintaining effective/collaborative working relations with co-workers and other Divisions within the Maricopa County Department of Transportation.
- Planning, organizing, managing, and coordinating environmental/cultural resources surveys.
- Effective communication, verbal and written, with various federal, state, tribal, and local government agencies and the public.
- Reviewing cultural resources reports and other environmental reports.
- Interpreting and applying local, state, tribal, and federal environmental laws, regulations, and industry practices, policies, and procedures as they relate to cultural resources issues.
- Identifying and analyzing problems and resolving environmental issues or providing alternative solutions.
- Contract management and administration.

*Ability to:*

- Identify potential cultural resources on future project sites.
- Provide guidance and recommendations on cultural resources situations on projects.
- Multitask and prioritize the management of the cultural resources clearances for dozens of construction projects simultaneously.

***Preferred education and/or experience:***

A Bachelor's degree with at least five (5) years of relative work experience. At least three (3) years of experience working in the public sector or working on linear transportation projects. Experience in the evaluation and documentation of the historic built environment.

***Preferred training, certifications and/or other special requirements:***

Training in Section 106 of NHPA, Arizona SHPA, Section 4(f), NEPA, and other State and Federal cultural resources laws.

***Working Conditions:***

Must be able to work in a normal, indoor office environment. Must be able to work outdoors in a roadway project environment or in an isolated desert environment. Must have manual dexterity of hands and body to operate: office equipment; motor vehicles, hiking/walking in varied terrain outdoors. Must be able to manage frequent interruptions, time pressures, high work volumes, multiple and complicated tasks, unscheduled tasks, team-oriented activities, prompt decision-making and interaction with government officials and the public. Must constantly maintain concentration, accuracy, ethical behavior and a professional demeanor. Must be able to file and lift/carry/push and/or pull 15 pounds.

**ESSENTIAL JOB TASKS:**

- Screens capital and maintenance projects for potential cultural resources and develops recommendations to avoid or mitigate any impacts.
- Prepares schedules and scopes of work for cultural resources regulatory compliance activities.
- Responds when potential resources are discovered on project sites.
- Reviews and approves documentation required under 36 CFR 800.11; manages, reviews, and approves cultural resources documentation and ensures that it complies with local,

- state, tribal, and federal environmental regulations including the National Environmental Policy Act (NEPA), Arizona Antiquities Act, State Historic Preservation Act, National Historic Preservation Act (NHPA), and associated environmental regulations.
- Advises management and project teams of potential environmental risk relating to the protection of cultural resources, and suggests resolution.
  - Supervises the work of professional consultants.
  - Provides technical expertise and project support to engineering staff, project managers and others regarding cultural resources compliance and regulations.
  - Coordinates agency interests and provides technical expertise to help the organization get authorization for construction by coordinating environmental outcomes with interested parties.
  - Develops and formally documents environmental recommendations.
  - Develops mitigation measures and necessary documentation for clearance of site and exclusion from further environmental impact studies; negotiates with federal, state, and local agencies, interested parties, and tribes on project mitigation requirements; negotiates memoranda of agreements or similar agreements pertinent to cultural resources impacts associated with capital and/or maintenance projects.
  - Provides information to public and other agencies; develops strong working relationships with federal, state, and local agencies, tribal governments, interested parties, and other governmental agencies and organizations.
  - Works closely with other Maricopa County staff; both within the Environmental Program Branch as well as other Maricopa County Department of Transportation Divisions and Branches (e.g. Project Management Office Branch).
  - Maintains fluency with current technical and non-technical environmental information; represents MCDOT on committees and planning groups.
  - Performs assessments using sound scientific methods.
  - Manages and oversees schedules, consultant contracts, budgets, and documents, and coordinates timely completion of project deliverables for cultural resources analyses, consultation, permitting, and NEPA/Environmental authorizations in accordance with federal and state law.
  - Provides technical review of reports; conducts formal and informal agency consultations; defines issues and implements solutions.
  - Other duties as assigned.

### **SELECTION PROCEDURE:**

The hiring authority will select the successful candidate based on departmental needs.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Typically successful candidates are hired at a salary rate, up to midpoint of the range, based on applicable experience, internal equity and budgetary allowances.

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APPLICATIONS MAY ONLY BE FILED ONLINE AT:

<https://jobs.maricopa.gov>

OUR OFFICE IS LOCATED AT:

301 W Jefferson

Suite 200

Phoenix, AZ 85003

602-506-3755 (staffed Mon-Fri, 8am – 5pm MST, excluding holidays)

[hrfeedback@mail.maricopa.gov](mailto:hrfeedback@mail.maricopa.gov)

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer. We provide reasonable accommodation in the application and/or testing process to eligible

Job #640CRS040519  
CULTURAL RESOURCES SPECIALIST -  
ENVIRONMENTAL  
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individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities.

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## Cultural Resources Specialist - Environmental Supplemental Questionnaire

- \* 1. Prior to hire, background investigations are conducted on candidates for positions. All information contained in your online application **MUST** be accurate, including but not limited to criminal history, education details, and employment details. Incomplete or inaccurate information contained in your online application may delay the background investigation process, or result in your removal from employment consideration. **NOTE:** Your resume is **NOT** a substitute for the information requested in the online application.
- By checking this box, I confirm that I have reviewed all information provided in my online application and believe the information to be complete and accurate to the best of my knowledge.
- \* 2. Please identify your highest level of education **COMPLETED**. **IMPORTANT: LIST ALL EDUCATION IN THE APPLICABLE SECTION OF THE APPLICATION.** Please indicate type of diploma/degree, college major/minor, and name of institution. If you did not complete a degree program, include your high school diploma/GED information, as well as the number of college semester/quarter hours completed. **NOTE:** Failure to provide complete information will likely result in the disqualification of your application.
- Doctorate  
 Master's degree  
 Bachelor's degree  
 Associate's degree  
 Technical school (non-Associate's degree)  
 High School diploma or GED  
 Less than a High School diploma or GED certificate
- \* 3. Please select your completed education.
- Bachelor's degree or higher in History with a focus on Archaeology or Historic Preservation  
 Bachelor's degree or higher in Anthropology with a focus on Archaeology or Historic Preservation  
 Bachelor's degree or higher in a related field with a focus on Archaeology or Historic Preservation  
 None of the above
- \* 4. Please identify your years of work experience with cultural resources field work, analysis, and report writing; and compliance with federal, state, and local environmental and cultural resources laws, regulations, policies, and procedures.
- 6 or more years  
 5 or more years but less than 6 years  
 4 or more years but less than 5 years  
 3 or more years but less than 4 years  
 2 or more years but less than 3 years  
 1 or more years but less than 2 years  
 Less than 1 year  
 No experience
- \* 5. If you indicated in the previous question that you have experience, please describe that experience and include your title, name of agency you worked for and your main responsibilities. Indicate "N/A" if you do not have experience.
- \* 6. Do you have three (3) years of experience working in the public sector or working on linear transportation projects?
- Yes

No

- \* 7. Please identify your years of experience in the evaluation and documentation of the historic built environment.
- 6 or more years
  - 5 or more years but less than 6 years
  - 4 or more years but less than 5 years
  - 3 or more years but less than 4 years
  - 2 or more years but less than 3 years
  - 1 or more years but less than 2 years
  - Less than 1 year
  - No experience
- \* 8. Have you completed training on Section 106 of NHPA, Arizona SHPA, Section 4(f), NEPA, and other State and Federal cultural resources laws?
- Yes    No

9. If you answered "yes" to the previous question, please list the completed training.

\* Required Question