

## **JOB POSTING: FIELD SUPERVISOR (BC)**



Circle CRM Group is seeking qualified applications for the position of Field Supervisor to join our BC team. This is a full-time, seasonal position based mainly out of our Williams Lake office, with potential for office-based work out of Circle's Calgary office.

Start date: April 23, 2018

Salary: Commensurate with experience

Circle CRM Group is a historic resource consulting company with offices in Calgary and Edmonton, Alberta, and a seasonal office in Williams Lake, BC; we provide services throughout western Canada, with qualified and experienced permit holders for BC, Alberta, Saskatchewan, Manitoba, the Yukon and the Northwest Territories. Our mission is to help people understand, appreciate and plan ahead for heritage resources, promoting cultural preservation, as well as future development. Our goal is to establish strong, lasting relationships by exceeding client expectations, providing clients with historic resource consulting services that centre on our core concepts: respect, safety, efficiency, open communication and teamwork.

### **Duties:**

The Assistant Archaeologist will be responsible for participation in Archaeological Impact Assessments (AIAs). Key responsibilities will include the following.

- Travel to and from various locations, conducting fieldwork in three-week shifts with one week off between shifts, and one day off per week during shifts
- Hiking / pedestrian traverse through a variety of geographic and weather conditions
- Extensive subsurface testing and identification and collection of artifacts
- Writing interim reports
- Leading by example, with regard to teamwork, safety, communication, and archaeology

Other duties may include management of, and participation in, mitigative excavations, Alberta Historical Resources Impact Assessments (HRIAs), cataloguing and artifact analysis, research, and other miscellaneous duties as required.

### **Requirements:**

- Bachelor's degree in Archaeology
- 2+ years of supervising field crews
- 5+ years of prior related field experience in archaeology
- Prior related experience identifying areas of potential and identifying sites in the Boreal forest
- Ability to travel to locations for extended periods, walk and conduct fieldwork for long hours, sometimes in inclement weather conditions and diverse/rugged terrain
- Ability to perform extensive manual labour, including hiking for extended distances (average 8 to 10 km per day), and carrying objects weighing up to 50 lbs
- Have a valid Class 5 Driver's license, good driving record, and able to drive trucks, as well as trailer Argos/ATVs

### **Desired Knowledge, Competencies, & Behaviours**

- Approved Field Director status with the BC Archaeology Branch for the Interior Plateau of BC
- Prior related experience writing and submitting interim reports to the BC Archaeology Branch
- Experience with Microsoft Word and Excel
- Effective interpersonal skills in dealing with staff and public under all types of conditions
- Ability to maintain a positive and supportive approach
- Effective time management skills and ability to work steadily under pressure
- Ability to work cooperatively, support and coach co-workers in a positive team environment and share work expertise and knowledge
- Self-motivated with strong initiative
- Excellent work ethic and positive, team-player attitude
- Good planning, organizational, and communication skills (written and oral)
- Continuing up-to-date knowledge in applicable areas of work