

## **JOB POSTING: FIELD DIRECTOR**



Circle CRM Group is seeking qualified applications for the position of Field Director (Interior Plateau and/or Subarctic/Boreal Forest) to join our BC team. This is a full-time, seasonal position but can be full-time permanent for the right applicant. Fieldwork is based mainly out of our Williams Lake office, with office-based work out of Circle's Calgary office.

Start date: April 2019 (or sooner for the right applicant)

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.

Circle values our archaeologists; we consider each person to be a valuable contributor to our team. We work hard but incentivize and compensate great work accordingly. Archaeologists who succeed are given preference to other large-scale mitigations and projects outside of BC, as well as conferences and meetings locally and nationally.

### **Duties:**

The Field Director will be responsible for leading crews 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
- Approved Field Director status with the BC Archaeology Branch for the Interior Plateau and/or Subarctic/Boreal Forest of BC
- 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 Interior Plateau and/or Subarctic/Boreal
- 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**

- 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