



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

# JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION TITLE:** Archaeological Field Director  
**DEPARTMENT:** Natural Resources Department  
**SUPERVISOR:** Assistant Manager, Culture & Heritage  
**TERMS:** Full Time, Permanent  
**REFERENCE #:** 2022-002

### **PURPOSE OF POSITION:**

The purpose of this position is to assist the Assistant Manager, Culture and Heritage running field operations crews for archaeological culture and heritage projects. The Archaeological Field Director will supervise and participate in all field operations, including conducting archaeological and cultural surveys, testing, monitoring and data recovery in both lab and field settings. Compile and compose permit applications, field notes and final written reports. All responsibilities are governed by the policies and bylaws of TK'emlups te Secwepemc.

### **DUTIES AND RESPONSIBILITIES:**

- Supervises and participates in the surveying, monitoring, and data collection; testing and analysis of information and completion of reports as required to ensure all contractual obligations are met. (95%)**
  - Conducting background research and report reviews.
  - Planning and logistics for field and research projects.
  - Liaising with community members, clients and NRM personnel.
  - Archaeological site assessments and cultural heritage studies.
  - Recording and maintaining accurate field notes and digital records.
  - Pedestrian surveys, testing, monitoring and data recovery in the field.
  - Training and mentoring field crew.
  - Recommends, in consultation with field technicians, regarding the conservation and interpretation of findings.
  - Preparing summary, interim, and final reports.
  - Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
  - Completes final written reports in accordance with the BC Archaeology Branch permit requirements.
  - Maintains confidentiality on all matters relating to the affairs of the TteS.

2. **5% other related duties as necessary.**

**Professional Certification, Education and Experience:**

- Must possess approved Field Director status for the Plateau Culture Area by the BC Archaeology Branch.
- Must possess a minimum of a Bachelors of Arts (BA) degree with sufficient field and supervisory experience in the Plateau Culture Area.
- Must have demonstrated report writing, leadership and communications skills.
- Must possess Level 1 First Aid certificate.
- Must possess knowledge and experience adhering to occupational health and safety regulations.
- Must possess a valid BC Class 5 driver's licence and experience with ATV's, UTV's, snowmobiles.
- Must possess a clean driver abstract and maintain clean status throughout employment.
- Must complete a Criminal Record Check and maintain clear status throughout employment.
- Must be willing to take a preaccess drug and alcohol test and maintain throughout employment.
- Must be physically fit and willing to work in challenging environments.

**Skills and Abilities:**

- Experience supervising archaeological field crews
- Excellent supervisory and/or field management skills
- Familiarity with Secwepemc culture.
- Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed.
- Excellent written and verbal communication skills, including report writing.
- Strong analytical, organizational, coordinating and planning skills.
- Ability to verify, research and collect data and prepare reports and other documents.
- Proven ability to set priorities and meet project deadlines.
- Ability to take initiative.
- Strong tact and diplomacy.
- Strong teamwork and cooperation, problem solving and judgement skills.

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts maybe required.

**PAY GRADE:** As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

**Open until filled or January 21, 2022**

**Submit Job Application Form, cover letter, resume, and references**

**online: <https://tkemlups.ca/employment>, by fax: 250.828.9847,**

**or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &  
closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/employment/>**

**Any late submissions or submissions without the job application form will not be considered.**