



Archaeologist *BC Interior Plateau Field Director*

Nupqu Resource Limited Partnership (Nupqu) is a growing business, proudly owned by member communities of the Ktunaxa Nation since 2009. With offices in Cranbrook, Fernie and Castlegar, BC, Nupqu conducts a wide variety of work: providing forestry, environmental, cultural management, reclamation and remediation, contract administration and health and safety consulting services to many clients throughout the Ktunaxa Traditional Territory. We are currently seeking highly motivated, organized and responsible individual to join our team in a dynamic and rewarding environment.

We are seeking applicants for a **full-time BC Interior Plateau Field Director position**. Ability to hold *Heritage Conservation Act (HCA)* permits within the Interior Plateau is considered an asset but is not required for this position.

Job Title: Interior Plateau Field Director

Job Type: full-time, Interior Plateau Field Director

Pay Rate: Based on individual qualifications and experience

Location: Cranbrook, Fernie, Castlegar and Remote work may be available

In the role of Field Director, you will be responsible for assisting with many of the activities of our archaeology division including both in the field duties of a Field Director and project coordination/reporting duties.

Field Duties:

- Directing and supervising archaeological assessments involving field crews of various sizes, and including: Preliminary Field Reconnaissance (PFR), Archaeological Impact Assessments (AIA) Site Alteration Permit (SAP) work, and Archaeological Monitoring
- Design and implement sampling strategies in-field
- When working under permit, following in-field methodology/requirements as stated in the permit application:
- In-field project documentation (e.g. notes, data & photography) as per permit specifications
- Ensuring proper care of vehicles and Nupqu equipment while in your care, in line with OH & S manual.
- Adhering to and promoting safe working conditions according to Nupqu OH & S manual.
 - Completing in-field safety assessments of field technicians
 - Identifying and reporting unsafe work conditions and worker actions
 - Comply with and fill out all safety and/or maintenance forms to completion
- Identify and record areas of archeological potential, archaeological sites, and traditional use sites
- Collect data and ensuring data management

Project Coordination Duties:

- Communicate with the Archaeology Branch sectors (i.e. Site Inventory, Permitting and Assessment)
- Assist with artifact analysis and data management
- Complete or delegate the writing of Letters of Notice, as well as review for submission
- Work with project leads to assist with managing resources to ensure project schedule, budget, quality, and specification goals are attained
- Support the Health and Safety program of projects and company as a whole
- Assist project leads with the creation and editing of progress, quarterly, and annual project reporting internally and to clients as needed
- Collaborate with the Operations Manager and project team to expand services and potential business opportunities
- Identify and assess project issues and develop solutions to meet productivity, quality, regulation, and customer satisfaction

Qualifications:

- Bachelor's degree in archaeology or anthropology
- Field Director status for the Interior Plateau with the BC Archaeology Branch
- Experience identifying, recording, and evaluating archaeological site types in the BC Interior Plateau
- Strong written and verbal communication skills
- Ability to make appropriate judgment calls in isolated field environments
- Ability to take direction from Permit Holder(s) and comply with methods outlined in permits
- Field-related safety certifications (e.g. Level 1 First Aid, Transportation Endorsement, WHMIS, etc.) in good standing, along with knowledge of British Columbia Archaeology Branch Standards will be considered an asset
- Able to work well with others in a team environment
- Proficient computer skills with Microsoft Office Suite and Adobe Acrobat
- Proficiency with standard data collection equipment, including: tablet, camera, GPS, Avenza, and digital and paper maps
- Physically capable of long field days in difficult conditions, carrying up to 35 lbs
- Flexibility in work schedule and a willingness to work out of town for extended periods
- Drivers' license (BC Class 5 or equivalent) is required, experience with 4x4 vehicles and off-road conditions is considered a major asset

Compensation:

- Highly Competitive wages that meet or exceed industry standards
- RRSP Matching
- Comprehensive Medical & Dental coverage
- Cell Phone Allowance
- LOA Allowance
- Use of Company Vehicle
- Personal Vehicle allowance
- Above industry vacation allowance
- And More

Qualified applicants are asked to send their CV to hr@nupqu.com, by **Dec 1st, 2020**. Only those candidates selected for an interview will be contacted.