

## WCRM Position Description

### **Field Supervisor**

**Job Description:** The Field Supervisor (FS) will supervise crew chiefs and crew members conducting archaeological investigations / excavations, screening soil deposits, taking accurate field notes, drawing accurate profiles and plan views, using a digital camera, recording archaeological field data, processing (wash and mark) and performing basic analysis of artifacts, re-boxing and re-bagging artifact collections for final curation. The FS may perform any and all job duties of crew chief and or crew member.

**Organizational Role:** Supervises 1 to 5 crew chiefs and ultimately is responsible for entire crews of 2 to 30 people. This position reports directly to a Project Supervisor or Project Manager when doing fieldwork and to a Laboratory Supervisor or Laboratory Manager when working in the lab.

### Minimum Qualifications:

**Education:** A minimum of a Master's degree in Anthropology, Archaeology, or Cultural Resource Management is required.

**Experience:** At least 1 year previous supervisory field experience on survey and/or data recovery projects.

**Skills:** Applicants must already be on the applicable State and Federal permits, or possess enough field experience in requested state to be listed on such permits within a short time. Similar permit status in surrounding states is a plus. This position requires excellent technical writing skills including the following abilities: frame a problem or research question and address it in plain English; introduce a project or topic clearly and unambiguously (e.g., report introduction, research issue); create an outline and write to it using complete sentences and structured paragraphs; write in a scientific report format that provides all background and data necessary to understand interpretation(s) and conclusion(s); and present various theoretical debates and arguments clearly and concisely. Candidates must possess the ability to pay exceptional attention to detail while working under intense time pressure. The position does not require a particular skill set in prehistoric vs. historical archaeology, but you must have a strong grasp of all regional site and artifact types, and be willing and able to deal with sites from any time period.

Other skills include:

- Ability to attend to details, organization, and time management
- Ability to conduct agency file searches and archival and documentary research
- Ability to multitask and work under pressure
- Ability to use a GPS unit
- Ability to work independently, take direction, and work well with people at all levels
- Familiarity with archaeological, historical, and architectural terms
- Familiarity with federal and state historic preservation laws and guidelines
- Familiarity with, Microsoft Word, Excel, and Access
- Strong, organizational skills, field skills involving a variety of methodological approaches to survey and excavation, and writing skills
- Ability to use a total station