



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11373 Moorage Way  
La Conner, WA 98257  
Phone (360)466-3163 | Fax (360)466-5309

## Job Description: Archeology Tech I, II, II

### SALARY

Open Until Filled

Tech I: \$11.50-\$13.99 per hour

Tech II: \$14.00-\$17.99 per hour

Tech III: \$18.00-21.99 per hour

### POSITION SUMMARY

This position involves general labor working as part of the Cultural Resource Program field crew conducting archeological survey, testing, excavation, monitoring, and analysis. This is an outdoor seasonal position under the direction of the Swinomish Tribal Historic Preservation Office (THPO). Crew members will be involved in digging, screening material, monitoring construction, and assisting with archeology work as directed.

### JOB DUTIES

#### Tech I:

- Assist with field work.
- Instruction of less experienced field crew.
- Survey, testing, excavation, and inventory projects.
- Handling of artifacts and cultural material.
- Written and verbal communication and positive teamwork.
- Adherence to safety rules and PPE requirement when on a construction site.

#### Tech II – includes all duties of Tech I and:

- Occasional leading and instruction of less experienced field crew.
- Completion of field forms and paperwork.
- Occasional artifact analysis and research.
- Report writing and editing.
- Independent monitoring off- and on-reservation as assigned.

#### Tech III – includes all duties of Tech I, II, and:

- Daily crew supervision.
- Regular leading and instruction of field crew.
- Staff scheduling and communication.
- Coordinates between THPO and crew to schedule projects and weekly meetings.

### MINIMUM REQUIREMENTS AND QUALIFICATIONS

#### Tech I:

- Must be able to walk up to two miles per day and lift 50 pounds.

- Must possess a positive attitude, willingness to learn, and strong work ethic to help ensure project success.
- This position will involve working with cultural sites and confidentiality of such information is required.

**Tech II – includes all qualifications of Tech I and:**

- Must have a valid Washington State Driver’s License.
- A high school diploma or GED.
- Pursuing further education or training.
- Prior experience or background in archeology technician job duties.

**Tech III – includes all qualifications of Tech I and:**

- A college degree in relevant field
- Experience working with the Swinomish Indian Tribal Community preferred.
- Prior experience directing field projects preferred.
- Experience with Trimble GPS unit and software preferred.

**WORK ENVIRONMENT AND TIME COMMITMENT**

- Work schedule is 40 hours per week. This is a seasonal full-time position.
- Must be able to pass a drug screening.
- Work will require bending, lifting and carrying up to 50 pounds, walking over rough, overgrown and uneven terrain.
- Work is primarily in the field.
- Work performed in an environment which involves everyday risks or discomforts and adverse weather conditions.

**EMPLOYMENT CONDITIONS:**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

**APPLICATION INSTRUCTIONS**

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-1216 or e-mail to [aidwards@swinomish.nsn.us](mailto:aidwards@swinomish.nsn.us) or [grendon@swinomish.nsn.us](mailto:grendon@swinomish.nsn.us).
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, “see resume on the application”**.
- **Return the application, along with the cover letter and resume to Gissela Rendon, Human Resources.**
  - Email to [grendon@swinomish.nsn.us](mailto:grendon@swinomish.nsn.us) or mail to:

**Swinomish Tribal Community  
Human Resource Office  
11404 Moorage Way  
La Conner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.