

Job Class Profile: Archaeologist

Pay Level: CG-40 **Point Band:** 916-949

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	5	3	4	7	5	5	2	3	
Points	327	83	19	19	210	108	103	43	32	944

JOB SUMMARY

The Archaeologist performs professional work in supporting the Provincial Archaeological Resource Management and Protection Program. Responsible for protecting and preserving the integrity of the Province's archaeological resources through education, impact assessment and regulation of archaeological activity.

Key and Periodic Activities

- Consults, assists and provides advice and guidance to archaeologists regarding field work and research projects; and community groups with development plans for archaeological sites.
- Conducts archaeological impact assessments and monitoring on properties managed by the Departments of Tourism, Culture and Recreation (Provincial Historic Sites) and the Department of Transportation and Works.
- Investigates potential archaeological sites reported by the general public and monitors construction at sites with archaeological potential.
- Processes the archaeological permitting system under the direction of the Provincial Archaeologist; ensures consistent application of the archaeological resource management policy; reviews and analyzes land use proposals and provides advice as required.
- Provides advice and assistance during salvage excavation and mitigation for archaeological emergencies and during forensic investigations into the discovery of human remains.
- Reviews technical reports and archaeological grant applications and provides recommendations.
- Creates, maintains and updates the Provincial Archaeological Site Inventory Database using Arcinfo Geographic Information System (GIS) and Microsoft (MS) Access including capturing, organizing and analyzing archaeological data; incorporating digital geosciences and map layers and spatially related databases within a GIS environment; and digitizing hardcopy archaeological reports and site record forms.
- Compiles and maintains a bibliographic list of Newfoundland and Labrador archaeology reports, documents and digital photographs.
- Prepares ministerial briefing notes and reports as required.
- Creates and maintains the web page of the Provincial Archaeology Office.
- Represents the department on Environmental Assessment Committees.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Archaeology — Extensive knowledge of pre-contact and history of Newfoundland and Labrador <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Undergraduate Degree in Archaeology. — Must meet the terms and conditions of the Archaeological Investigation Permit Regulations to hold a valid permit. — Valid Class 5 Driver's license. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 5 years experience in archaeological resource management and field work. <p>Competencies:</p> <ul style="list-style-type: none"> — Computer skills including GIS applications (ArcInfo). — Oral and written communication skills.
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are utilized including listening to information from other archaeologists; asking questions regarding land use proposals; providing routine and complex information to archaeologists; gaining the co-operation of others to complete work tasks and providing expert advice regarding archaeological issues. — Interactions occur with employees within the immediate work area (i.e. other archaeologists), department, supervisors and managers as well as representatives from community groups regarding development plans for archaeological sites.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — Work demands occasionally result in fatigue, requiring periods of rest. — Lifting and moving may be required while performing field work. — Sitting is required to perform a variety of computer work while standing and walking are required to conduct archaeological impact assessments and monitoring on properties (i.e. Provincial Historic Sites) as well as to investigate potential archaeological sites and monitor construction at sites. — Field work may involve working in awkward or cramped positions requiring bending and kneeling and using hand tools and equipment. Driving is required to visit potential and existing archaeological sites. — Fine finger and precision work is required to operate a computer.
Concentration
<ul style="list-style-type: none"> — Visual concentration is required to perform field work; review and evaluate archaeological investigation permit applications, archaeological research/impact assessment reports, technical reports and grant applications as well as to perform database and GIS related work.

- **Auditory** concentration is required to provide advice and guidance to archaeologists regarding field work and research projects.
- Other sensory demands such as **touch** are utilized while performing field work.
- **Repetition requiring alertness** is evident when capturing, organizing and analyzing archaeological data.
- **Higher than normal levels of attentiveness** may be required while performing field work and investigating potential archaeological sites.
- **Eye hand coordination** is required to perform computer work; operate tools and equipment during field work.
- **Time pressures and deadlines** exist to have impact assessments and reports completed.
- **Exact results and precision** work is required to create, maintain and update the Provincial Archaeological Site Inventory database using ArcInfo GIS and MS Access which includes capturing, organizing and analyzing archaeological data. Also required to prepare ministerial briefing notes and reports as required.

Complexity

- Responsible for protecting and preserving the integrity of the Province's archaeological resources through education, impact assessment and regulation of archaeological activity in the Province which requires consideration of a wide range of unrelated factors/issues and their interdependencies.
- Tasks are different where limited guidelines or procedures exist requiring the use of logical, evaluative, scientific or professional thinking to develop approaches in order to solve problems.
- Typical challenges would relate to protecting and preserving the integrity of archaeological resources through education, impact assessment and regulation of archaeological activity in the province.
- References available to address typical challenges include Archaeological Investigation Permit Regulations; Historic Resources Act and policies, procedures and guidelines associated with the Provincial Archaeological Resource Management and Protection Program as well as Divisional priorities and standards.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed with considerable independence and initiative under the direction of the Provincial Archaeologist.
- Independently responsible for protecting and preserving the integrity of archaeological resources through education, impact assessment and regulation of archaeological activity in the province. This includes drafting contracts, purchase orders and payment schedules for work tendered out for archaeological impact assessment and research.
- Supervisory approval is required for leave and any travel requirements.
- Discretion and judgment are exercised in the performance of work tasks and activities within the parameters of divisionally established priorities and standards.

Impact

- Work is performed with considerable independence and initiative under the direction of the

Provincial Archaeologist.

- Results of work tasks and activities are directly felt within the immediate work area, department and outside the organization as a job requirement is to assist community groups with development plans for archaeological sites and conducts archaeological impact assessments on Provincial Historic Sites.
- Results of work tasks and activities directly impact potential archaeological sites; information and material resources due to responsibility to perform professional level work in the protection and preservation of provincial archaeological resources.
- Consequences of mistakes or errors would impact on the protection and preservation of provincial archaeological sites and resources.

Development and Leadership of Others

- Not responsibility for the supervision of staff.
- Provides advice and guidance to archaeologists regarding field work and research projects.

WORKING CONDITIONS

Environmental Working Conditions

- No special precautions or safety equipment required.
- Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injury or occupational illness resulting in partial or total disability.
- Exposure to computer glare when performing office work and dirt/dust, adverse weather conditions and possibly wet and slippery surfaces while performing field work.