

PALA BAND OF MISSION INDIANS

Human Resources PMB#50 35008, Pala Temecula Rd. Pala, CA 92059

JOB DESCRIPTION

Title: Cultural Resources Monitor I
Department: Pala Environmental Department
Division: Pala Cultural Resources Monitoring Program
Status: On Call
Supervisor: Cultural Resources Monitor II
Subordinates: Apprentice Monitor, Volunteer Monitor

POSITION SUMMARY

Under the supervision of the Lead Cultural Resources Monitor (Lead CRM), the Cultural Resources Monitor I (CRMI) is a professional cultural resources representative responsible for the daily monitoring of field activities on various projects. The CRMI is expected to closely inspect ongoing excavation activities during a variety of project related excavations including but not limited to clearing and grubbing, installation of utility lines and protective fencing, mass grading, participating in archaeological surveys and excavations, conducting archaeological work for the THPO, and other activities where surveys are required and/or soils are disturbed that have the potential to contain tribal and cultural resources. The CRMI may also participate in assisting with various cultural days, work in the Cupa Cultural Center, assist the Lead CRM with site records and reports, conduct field activities with other Tribal Historic Preservation Office (THPO) and Pala Cultural Resources Monitoring Program (PCRMP) staff, and assist the Lead CRM as needed.

ESSENTIAL RESPONSIBILITIES AND DUTIES

The CRMI will be responsible for all field monitoring responsibilities and will assist the Lead CRM. As such, the CRMI duties will be:

- Maintain professional standards while representing the Pala Band;
- Monitor all projects as assigned by the Lead CRM;
- Assess project needs and communicate effectively with THPO/PCRMP staff;
- Know or have copies of project mitigation measures/conditions of approval for reference during monitoring;
- Actively work towards educating others about tribal history and ongoing cultural practices;
- Communicate effectively and efficiently with construction personnel, archaeologists, agency inspectors, and other consultants;
- Be familiar with the Pala Band's human remains and cultural resources policies and implement them as necessary;
- Notify the Lead CRM of any cultural resource finds;
- Record features, cultural resources, and/or remains as appropriate. Work with PCRMP/THPO staff and/or project archaeologists to preserve information;
- Practice safety protocols at all times;

- Participate in at least two yearly ongoing education trainings;
- Thoroughly document all jobsite activities;
- Completely fill out required paperwork and submit to the Lead CRM by all required deadlines;
- Complete Daily activity forms and get signatures from onsite supervisors;
- Accurately complete payroll forms and submit by required deadlines.

KNOWLEDGE, SKILLS, CERTIFICATIONS, AND ABILITIES

- Must have completed an appropriate cultural resources training program, pass an equivalency test, and/or maintain appropriate experience as determined by the THPO;
- Have a working knowledge of federal, state, local, and tribal laws and ordinances;
- Must be able to read maps;
- Must have excellent organization skills;
- Be knowledgeable of office equipment and be computer literate;
- Be able to complete forms, reports, and other documents without the assistance of other office staff;
- Must possess basic math skills;
- Knowledge of standard basic English reading, spelling, punctuation, and grammar;
- Must be able to communicate effectively and efficiently with the THPO and PCRMP staff, tribal community members, CRMs, archaeologists, developers, agency personnel, construction workers, and others;
- Ability to organize and type correspondences and other material in proper format and style;
- Maintain individual payroll files and records;

MINIMUM QUALIFICATIONS

- High school diploma or GED;
- A minimum of one year of experience as an active field monitor;
- Must available to work early morning, evening and weekends when required.
- Must possess a valid California Class C driver's license.
- Must acknowledge and agree to maintain a Drug-Free workplace (including marijuana) as a condition of employment with the Pala Band of Mission Indians. **Must pass pre-employment and random drug testing during employment.**
- Indian preference will apply.
- Must be able to lift heavy objects up to 40 lbs, withstand extreme hot and cold temperatures and poor weather conditions, navigate over difficult terrain, and be able to walk and/or hike long distances.

OTHER REQUIREMENTS

POLICY STATEMENT

All employees are expected to follow the Tribal Personnel Policies and Procedures of the Pala Band of Mission Indians and must adhere to any additional applicable addendums.

HOW TO APPLY

PLEASE SUBMIT A RESUME AND APPLICATION TO:

Pala Band of Mission Indians

Human Resources Department – Attn: Rebecca Johnson

PMB#50 35008 Pala Temecula Road

Pala, CA 92059

Email hr@palatribe.com or rjohnson@palatribe.com

Fax: 1-760-888-1980

Pala Website: <http://www.palatribe.com/community/jobs/>

Open until filled