



Middletown Rancheria

Tribal Historic Preservation Department

JOB POSITION DESCRIPTION

Position: Tribal Monitor
Status: Part-time and On Call, based on contracted projects
Wage: \$25.00-\$30.00 per hour (Non-Hazmat), \$37.50-\$45.00 per hour (Hazmat)
Supervisor: Tribal Historic Preservation Officer (THPO)

DEFINITION OF POSITION:

Under the direction of the THPO, or designee, to support the THPO and Department in carrying out the duties prescribed by the THPO and/or Tribal Council to promote, protect, preserve and manage all matters relating to Cultural Resources. The Tribal Monitor needs to be a team player and must be able to work well with the THPO, Admin. & Projects Coordinator, Field Operations Coordinator, GIS Mapping Coordinator and other Tribal Monitors. Must be self-motivated, have capacity to multi-task, maintain a positive attitude, oversee department office and possess exceptional verbal and written communication skills.

PRIMARY RESPONSIBILITIES:

- Ensure the protection and preservation of Culture Resources during pre-construction and/or pre-development activities, including plans for ground disturbance activities during emergencies within the Middletown Rancheria's ancestral lands
- Ensure Native American remains and associated grave items are treated with appropriate dignity according to Middletown Rancheria's customs and traditions
- Assist in evaluating Initial Studies, Environmental Impact Reports, Cultural Resources Reports and/or any other reports for proposed development projects within the aboriginal and ancestral lands of Middletown Rancheria
- Ability to conduct initial site surveys and field pre-work for monitoring activities within the aboriginal boundaries of Middletown Rancheria's ancestral lands
- Ability to conduct field work and monitoring
- Conduct cultural surveys within the boundaries and ancestral lands of the Tribe
- Prepare site record reports and Primary Records
- Assist in maintenance of historic and cultural properties inventory on Tribal Lands
- Assist in the education of staff and contractors working within Ancestral Lands with an awareness of cultural resources and observance of undiscovered cultural resources
- Keep detailed notes and records information in appropriate format for Middletown Rancheria's file records and site protection records, including electronic records and GIS records
- Ability to create sketch maps for site identification

- Produce daily and weekly reports of monitoring activities
- Travel to construction and/or project sites as needed
- Excellent written and verbal communication skills
- Work within established deadlines
- Must be able to listen, communicate and maintain a professional manner
- Ability to work well with the General Public, Tribal Administration, Tribal Council and Tribal Members
- Ability to communicate clearly with THPO, Project Coordinator, Supervisor, Tribal Government, federal, state or local governmental agencies and archeological consultants
- Other duties as directed by the THPO and/or Tribal Council

EDUCATION, EXPERIENCE, KNOWLEDGE AND ABILITIES:

1. High School Diploma or the equivalent
2. Familiarity with Administration skills, including navigating email and google calendar
3. Knowledge with archaeological excavation and investigation procedures
4. Knowledge and experience of cultural landscapes, such as villages, hunting and camping sites, gathering areas, and/or burial sites
5. Knowledge of federal and state laws enacted to protect Native American cultural resources, cultural properties, cultural sites, burial sites and cemeteries
6. Knowledge of topographical maps and use of UTM's
7. Ability to learn new computer software programs or mobile apps, as needed
8. Physically able to conduct surveys, site visits and monitoring of projects
9. Must be sensitive to tribal culture and cultural differences

SPECIFIC TRAINING:

1. 40-Hour HAZWOPER and 8-Hour Refresher, as needed
2. First Aid and CPR
3. Wilderness First Aid
4. FEMA ICS-100 Introduction to the Incident Command System
5. FEMA IS-700 Introduction to the National Incident Management System
6. FEMA IS-800.C An Introduction to National Response Framework
7. Obsidian and Stone Tools
8. 100 hours of Tribal Monitoring

Other Provisions:

This position requires the physical agility to access potential project sites in diverse terrain. While performing the duties of this job, the Tribal Monitor is regularly required to sit and stand, use fingers and hands to handle and/or feel work related items. Requires the ability to perform heavy manual labor, occasionally in extreme weather conditions. Position requires the ability to stand, walk and manipulate (i.e., lift, carry, and move) light to medium weights of 10-50 pounds on a regular basis and over 50 pounds on an occasional basis. Requires the ability to stoop, kneel and crouch on a continuous basis.

Must have sufficient hand-eye coordination, hand and finger dexterity, including the ability to grasp items as needed. Visual acuity to operate equipment, and to read technical and safety information is a must. The Tribal Monitor is required to stand and walk for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Work Hours: Vary depending on nature of projects and as needed, and may include some evening, weekends, and occasional holidays. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions and duties of this job. The Tribal Monitor may be frequently exposed to moving mechanical parts and equipment. This job description may be changed at any time to include new responsibilities and/or tasks and/or change existing ones as the THPO and/or Tribal Council deems necessary.

CONDITIONS OF EMPLOYMENT:

- Employee will have a 90-day probationary period
- Employee must have a working mobile phone
- Employee must always have a valid driver’s license and maintain adequate automobile insurance as required by state law
- Confidentiality is required and an absolute must, any violation of confidentiality is grounds for immediate termination
- Pass any workplace drug test administered at will as requested
- Preference will be given to qualified Native Americans, pursuant to section 7(b) of Public Law 93-638
- Employee must disclose all pre-existing injuries and/or medical conditions of which they are aware, that could reasonably be expected to be aggravated by performing the employment related to these job duties. Any omission of facts is cause for dismissal

I have read and accept this Job Description. I understand the duties & qualifications for the Tribal Monitor. By my signature, I attest I am mentally and physically capable to perform the job duties required.

Tribal Monitor

Date

Tribal Historic Preservation Officer

Date

Tribal Council

Date