

Missouri Department of Transportation

Code: R04071

Title: Historic Preservation Specialist

Exemption Status: Non-Exempt

Grade: 11

Job Description

Effective Date 12-01-2013

Replaces
(Effective Date) 06-01-2010

General Summary The historic preservation specialist performs routine entry-level activities involving background research prior to fieldwork for jobs, conducting archaeological fieldwork to identify, test, and mitigate archaeological sites, and completing initial field documentation of architectural resources and bridges. This position also conducts field and background survey work to locate, test, evaluate, excavate, and salvage archaeological sites. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications Bachelor's Degree: Historic Preservation, Archaeology, Anthropology, or related field. Successful completion of a range of motion examination and a medical-physical examination.

Supervisory Responsibilities None

Location Central Office - Design

Special Working Conditions/Job Characteristics Job requires regular, statewide, overnight travel.

Job requires moderate physical activity.

Job requires exposure to moderately adverse and undesirable environmental conditions.

Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Conducts background research to identify previously recorded cultural resources in project area prior to fieldwork.
- (2) Assists with archaeological investigations in proposed project areas, including Phase I (identification), Phase II (assessment), and Phase III (data recovery/salvage).
- (3) Processes field data to assist the archaeology assistant and laboratory staff in analysis and report production, including completion of field documentation and preparation of artifacts for analysis and curation.
- (4) Photographs architectural resources in project areas for review by the bridge coordinator and architectural historian.
- (5) Creates, maintains, and tracks artifact databases, develops queries, and assists in preparing technical

reports.

- (6) May direct crews during Phase I surveys and Phase II testing of archaeological sites, and may serve as project leader for cultural resource investigations, including field crew direction and report production.
- (7) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.