

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



Archaeology Senior Technical Specialist

Environmental Division – Technical Studies Section, Cultural Resources
Nashville, TN
\$75,204 annually

Job Overview

The Archaeology Senior Technical Specialist will work independently and in a team setting, providing support and expertise to the Cultural Resources Unit, Technical Studies Section, Project Teams, and the Department. This position will assist the Cultural Resources Team Lead by providing the Project Teams with technically sound and timely information and deliverables, while ensuring compliance with Federal and State requirements pertaining to identification, classification, assessment, documentation, and interagency consultation of archaeology resources and historic properties for TDOT projects. This position will apply Quality Assurance/Quality Control processes for archaeology-related products, implement best practices, and mentor and train the team's Archaeology Technical Specialist. This position will effectively coordinate with other Sections within the Department in developing archaeology-related documents. This position will assist the Cultural Resources Team Lead and Statewide Technical Specialist with the planning and implementation of Technical Studies Section performance metrics/plans, schedules and budgets, development of various technical reports, and assurance of continuity and consistency.

The Archaeology Senior Technical Specialist role requires collaboration with TDOT Divisions, Project Teams, consultants, contractors, and external stakeholders. This position must effectively articulate technical concepts as part of a matrix organization and through training and mentoring. The Archaeology Senior Technical Specialist will assist with ensuring all Cultural Resources Unit deliverables are applicable and readily accessible to assist with timely, accurate, and efficient decision-making. This position requires critical thinking with a focus on problem-solving to make well-informed decisions that increase the safety, performance, sustainability, and efficient delivery of TDOT's transportation system.

Essential Job Responsibilities

Assist with ensuring TDOT compliance with the National Historic Preservation Act of 1966, Section 4(f) of the Department of Transportation Act, and all other relevant state and federal laws and regulations governing archaeological resources.

Review applicable TDOT projects to identify and assess effects to archaeological sites. Assist in developing avoidance, minimization, or mitigation of adverse effects measures to archaeological resources within a project's Area of Potential Effect (APE).

Consult with the State Historic Preservation Officer (SHPO), the Advisory Council on Historic Preservation (ACHP), local governments and with federally recognized Native

American Tribes with an interest in Tennessee. Provide documentation of archeological studies to the Federal Highway Administration (FHWA), the Advisory Council on ACHP, the State Historic Preservation Office (SHPO), Section 106 consulting parties, local governments, and the public at-large consistent with the Project Delivery Network (PDN).

As assigned, participate on Project Teams as part of a matrix organization consistent with the PDN, delivering all products and services as required and providing input at all applicable project milestones, including Project Kickoff, Risk Workshops, Project Scoping Meetings, Field Reviews, and Plan, Specification, and Estimate Meetings.

Assist Project Teams by providing expertise for avoidance, minimization, or mitigation measures for adverse effects to identified archaeology resources and/or historic properties, as applicable.

Remain current with applicable State and Federal Regulations that impact the deliverables developed by the Cultural Resources Unit. Provide mentoring to TDOT staff, consultants, and local agencies with respect to the Cultural Resources Unit.

Assist with the oversight of external partners, including scope of work development, serving on selection committees, attending project-specific marketing meetings, assisting with determining scoring criteria, assisting with project information sessions, and attending de-briefs for consultants where usable feedback must be provided.

Provide exceptional customer service to both internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Ensure successful strategic partnerships with FHWA and local agencies to effectively implement TDOT's vision statewide.

Assist in ensuring archaeology deliverables are consistent, predictable, and repeatable to provide for high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Master's degree in archaeology, history, anthropology, or a related field.
- 2 years of demonstrated competency in a cultural resources field.
- The candidate must also possess the needed education and experience to meet the Secretary of the Interior's Professional Qualification Standards for Archaeology: Professional Qualifications Standards (U.S. National Park Service) ([nps.gov](https://www.nps.gov))
 - At least one year of full-time professional experience or equivalent specialized training in archeological research, administration, or management;
 - At least four months of supervised field and analytic experience in general North American archaeology, and
 - Demonstrated ability to carry research to completion.

Ideal Candidate

The Archaeology Senior Technical Specialist is an essential member of the TDOT team who is a great collaborator, fostering effective communication and collective expertise to achieve goals. They understand the importance of teamwork and are dedicated to working in a team while also maintaining good coordination and cooperation with stakeholders. The Archaeology Senior Technical Specialist is highly organized and ensures that all information is handled efficiently, promoting efficient workflows, eliminating redundancies, and ensuring the Cultural Resources program's success. They are also excellent problem solvers and can identify and resolve issues quickly and efficiently.