

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 Statewide Technical Specialist

Environmental Division – Technical Studies Section, Cultural Resources
Nashville, TN
\$99,864 annually

Job Overview

The Archaeology Statewide Technical Specialist supports the implementation of innovative concepts that improve performance and increase the sustainability of TDOT's transportation system related to the identification, classification, and documentation of archaeological cultural resources associated with TDOT transportation projects. This position administers the program consistent with Federal and State statutes, regulations, policies, and guidance. The Archaeology Statewide Technical Specialist role requires collaboration with both internal and external partners to develop environmental policies, procedures, standards, manuals, and related training for TDOT.

The Archaeology Statewide Technical Specialist ensures Department policies, technical guidance, procedures, software, and systems related to archaeological cultural resources are current and accurate for incorporation into the project delivery process. This position assists in implementing the Quality Assurance Program as part of the Environmental Division activities. This position provides statewide guidance and oversight of the identification, classification, assessment, documentation, and interagency consultation of archaeological resources for TDOT transportation projects. The Archaeology Statewide Technical Specialist assists with monitoring and managing the scope, schedule, and budgets of all Archaeology-related projects and works with the Project Management Division as necessary to ensure that the work completed is in alignment with the Environmental Division's goals.

Essential Job Responsibilities

Ensure 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 sites 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 Historic Preservation (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).

Participate in the 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 Kick-Off, Risk Workshops, Project Scoping Meetings, Field Reviews, and Plans, Specifications, and Estimates meetings.

Develop, implement, and maintain statewide policies promoting uniformity and consistency in archeology study documents.

Serve on selection committees for professional engineering services as part of the Brooks Act, including assistance with RFP development, attendance at project-specific marketing meetings, assistance with determining scoring criteria, assistance with project information sessions, when applicable, serving as a scorer as part of the consultant acquisition process, and attendance at de-briefs for consultants where usable feedback must be provided.

Routinely collaborate with the Engineering, Construction, and Asset Management Divisions to identify and document knowledge on industry best practices to avoid past errors and ensure TDOT project successes. Assist with modifications to all applicable policies, procedures, design standards, specifications, and special provisions.

Provide exceptional customer service to both internal and external customers, including mentoring and technical guidance, coordinating with other disciplines as part of a matrix organization, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Assist in the development of training related to archeology requirements, analysis, and documentation that addresses acquired knowledge, asset management objectives, risk management, technical design elements, and emerging technologies related to transportation for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills.

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.
- 7 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 Statewide Technical Specialist is a highly skilled professional who possesses exceptional critical thinking abilities. They are experts in assessing and addressing complex issues related to cultural resources, and their expertise is invaluable in developing effective strategies to manage risks and mitigate potential hazards. The Archaeology Statewide Technical Specialist is dedicated to working as part of a team and understands the importance of cooperation and coordination with their team members and stakeholders. They are detail-oriented and meticulous in their work. They analyze data and information with a keen eye for detail, ensuring that all aspects of the study process are addressed and accounted for. They are also excellent problem solvers and are able to identify and resolve issues quickly and efficiently.