



Job Posting

Position: Cultural Heritage Resource Technician
Department: Cultural Heritage Resource Department
Term: Permanent Full Time
Start date: ASAP (or until position is filled)
Wage: Commensurate with experience, as per salary range for Class 5 level employee in UNB Personnel Policy
Reports to: Cultural Heritage Resource Manager
Role: To implement UNB consultation policies by providing a full range of technical services covering referrals or projects falling within the Cultural Heritage Resource department (some of which are forestry/natural resource related)

Key Responsibilities:

- Track, review, reply to and monitor referrals that are received by Upper Nicola Band, with the support of the Community Knowledge Keeper (CKK) database;
- Coordinate preliminary field reconnaissance (PFRs), including compilation of field data and drafting reports/recommendations;
- Participate in Suxwtstem Committee meetings, to ensure that UNB consultation/referral policies and procedures are followed by government, industry and third parties
- Prepare and process invoices in Xyntax system in accordance with UNB financial procedures;
- Ensure that service agreements with licensee's are signed, keep track of expiry dates and agreement renewals;
- Participate in health and safety audits

Qualifications/Experience:

- Natural Resource Technician Diploma, or Post-secondary education or experience in natural resource management, or equivalent;
- Resource Inventory Standards Committee (RISC) archaeological field crew training;
- Level 1 First Aid;
- Current BC Safety Certification & Forestry Safety Council Standards and Certification

Knowledge/skills/abilities

- Valid driver's license and access to reliable transportation;
- Familiarity with Microsoft Word, Excel, Xyntax, CKK, RAAD, Google Earth and GIS;
- Must be physically fit and able to handle a medium to heavy workload in outdoor conditions;
- Knowledge of Upper Nicola Syilx culture, language and history is an asset

Send cover letter and resume via hand delivery, mail, or e-mail, to:

Human Resources

Upper Nicola Band – Box 3700

Merritt, BC V1K 1B8

Tel: 250-350-3342

hr@uppernicola.com

Upper Nicola Band thanks all applicants. Only those short-listed for an interview will be contacted.