

## **Job Posting**

Metric seeks an Architectural Historian Field Supervisor (Project Scientist) to be based out of Indianapolis, IN or Louisville, KY. Under the direction of the Cultural Resources Senior Scientist, the position will manage architectural history investigations including conducting literature reviews, historic research, designing work plans, architectural field survey work, and completing historic resource analysis. The ideal candidate can work independently with little supervision and can direct and mentor less experienced staff when needed.

## **Essential Duties and Responsibilities**

The primary responsibilities for this role include but are not limited to:

- Project management, including oversight of multiple projects, scheduling, on-budget completion, and project set-up.
- Manages the day-to-day field operations related to inventory, documentation, mapping, and photography of historic buildings and structures.
- Performs field work (overnight travel may be required for project assignments).
- Conduct work in accordance with the Section 106 of the National Historic Preservation Act (NHPA) and its implementing regulations, as well as with any additional state requirements
- Ensure consistent and accurate implementation of established field methodologies and logistics for reconnaissance and architectural surveys.
- Photograph historic buildings and structures in accordance with NRHP and State Historic Preservation Office (SHPO) standards.
- Produce project reports to be reviewed and approved by state and federal agencies.
- Review and/or inspect the work of others to ensure quality, accuracy, and completeness.
- Work in multidisciplinary teams for successful project delivery
- Utilize project management software to manage active projects
- Coordination with clients and reviewing agencies to include attending client meetings, project kick-offs, update meetings, field reviews, etc.
- Other duties as required by Cultural Resources Division Manager and others

## **Knowledge, Skills and Abilities**

At minimum, the ideal candidate will possess the following:

- Excellent written communication skills and capable of editing reports produced by junior staff.
- Familiar with the Section 106 process and be able to guide clients through the process.
- Working knowledge of architectural styles and the proper methods of historic research, as well as experience with aspects of historic property analysis, effect finding determinations, and eligibility recommendations to the National Register of Historic Places
- Familiarity with the standards and requirements of various agencies, including the Indiana State Historic Preservation Office (SHPO), Indiana Department of Transportation, Kentucky

Transportation Cabinet, Kentucky Heritage Council/SHPO, Federal Highway Administration (FHWA), and U.S. Army Corps of Engineers.

- Strong organizational and time-management skills with the ability to establish priorities and coordinate multiple assignments.
- Cultural resource project management in a consulting environment
- Proficient use of project management software.
- Must have a valid driver's license or the ability to obtain a driver's license by the employment start date.

### **Education and Experience**

- Master's Degree in Historic Preservation, or closely related field.
- Must meet the Secretary of the Interior's Standards to be a Qualified Professional in Architecture, Architectural History, Historic Architecture, or History.
- 5-7 years of experience in Cultural Resources Management, with at least 2-3 in a field supervisory capacity.
- Experience documenting historic buildings and structures
- Experience supervising and directing teams conducting field surveys
- Prior project experience in Indiana, Ohio, or Kentucky a plus.

Additional knowledge and expertise in one or more of the following areas will strongly be considered:

- Ability to create GIS exhibits (ArcGIS software)
- Familiarity with the National Environmental Policy Act (NEPA)

### **Benefits**

- Competitive Wages
- Medical, Dental and Vision Plans
- Paid Long- and Short-Term Disability Insurance
- Paid Life Insurance
- Paid Time Off
- 401(k) Retirement
- Professional Development Program

*Metric Environmental is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.*

*Posted: March 30, 2021*