



Career Opportunity

**EASEMENT STEWARDSHIP TECHNICIAN
(Historian/Archaeologist & Preservationist I)
Payband 3**

Positions: W0156 & W0157

Location:

**2801 Kensington Ave
Richmond, VA 23221**

Maximum Hourly Rate

Negotiable to \$15/per hour

Position Description

The Department of Historic Resources has two positions available to assist with its historic preservation easement stewardship responsibilities.

For over 50 years, DHR has administered an extremely active historic preservation easement program on behalf of the Virginia Board of Historic Resources. At present, DHR manages approximately 660 protected properties, which are located throughout the Commonwealth. These resources include the full spectrum of historic properties including homes and farmsteads, archaeological sites, and battlefield landscapes. One of the major aspects of DHR's Easement Program is the on-going stewardship of protected properties through monitoring visits and frequent interaction with individual property owners.

For a thirteen-week period, successful applicants will assist Easement Program staff with the required monitoring of existing easement properties. Major responsibilities will include: 1) performance of monitoring visits to insure current property conditions are in compliance with individual easement terms and as well as current agency program policies and procedures and 2) preparation of a written report summarizing existing conditions as well as providing recommendations for the remediation of any observed maintenance issues. Typically, the successful applicants will participate in 70-80 site visits during the term of employment. **This position is not eligible for state benefits and will begin May 14, 2018 and end August 10, 2018.**

Qualifications Guide

Working knowledge of the architectural heritage and history of the Mid-Atlantic region; architectural principles and practices, construction processes, designs, and specifications; preservation treatment and protection methods with special emphasis on the National Park Service's Rehabilitation Standards and Guidelines; and relevant Federal and state preservation law and regulations. Experience with field documentation methods, specifically hand-drawn site/floor plans and digital photo-documentation. Familiarity with the following software applications: Microsoft Office suite, Adobe Acrobat and Photoshop, and DHR's VCRIS database. Demonstrated ability to plan work, meet deadlines and communicate effectively both orally and in writing; to work independently; to interaction with other DHR staff as well as easement property owners. Successful candidates must possess strong interpersonal skills and be willing to project a positive image of the Easement Program, and DHR as a whole, in an effort to foster strong relationships with property owners. Frequent travel throughout the entirety of the Commonwealth. Majority of travel will be day trips, but occasional overnight travel may be required. It is estimated that approximately 60% of the total hours for the positions will entail out of the office travel and site visits. Successful candidates must be willing to visit properties in remote locations and conduct fieldwork unaccompanied in all weather and environmental conditions. Graduation from an accredited college or university with a Bachelor's Degree in historic preservation, architectural history, architecture, or related field. Graduate study in historic preservation or related field strongly preferred. Must meet the Secretary of the Interior's Professional Qualifications Standards for architectural history, architecture, or related field. Successful candidates will be required to complete a criminal background check as a condition of employment. Valid driver's license required.

Application Requirements

To be considered for these positions, a completed state application must be received through Virginia's on-line employment system by **Friday, March 30, 2018** at <http://jobs.virginia.gov/>. Applicants should also include a current vita and a recent writing sample as part of their submittal package.

EOE

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.