

EnviroSystems Management, Inc.

Environmental Planning • Regulatory Compliance

EnviroSystems Management, Inc. (ESM) is a small, fast-growing environmental consulting company headquartered in Northern Arizona. Founded in 1999, we complete contract work throughout the four corner states in the fields of environmental compliance and permitting, archaeology, biology, and natural resource management.

Job Title

ARCHAEOLOGY PROJECT MANAGER

Job Description

ESM is seeking an Archaeology Project Manager to conduct cultural resource compliance projects for federal, state and commercial clients. This is a full time permanent position based out of our Flagstaff, Arizona office. The successful candidate either will be currently permitted or meet the qualifications to be permitted as a Project Director/Field Director or Principal Investigator with a variety of public land managing agencies, with emphasis in Arizona, New Mexico, Nevada, and Utah. Consequently, archaeological fieldwork experience in the Great Basin and Southwest is strongly preferred. The position requires the capability of supervising cultural resources survey and other archaeological projects in remote locations and over steep terrain, and often requires camping. Therefore, a clean driving record and the ability to work out-of-town for multiple sequential field sessions are also essential.

The successful candidate will provide demonstrable expertise supervising all aspects of cultural resources survey, site recording and site significance evaluations. Experience with archaeological testing and data recovery is a plus, but is not required. Candidates should be well-versed with the completion of survey forms (from a variety of states and federal agencies), operating GPS units with a data recorder, and conducting quality control/quality assurance reviews of data. The ideal candidate will possess knowledge of federal cultural resources regulations (particularly National Historic Preservation Act Section 106 compliance), the ability to coordinate and communicate with agencies and clients, and manage budgets and schedules. He/she also should be motivated, resourceful, dedicated, and organized.

Candidates must have at least a Master's Degree in Anthropology or Archaeology and a minimum of 5 years of work experience as a supervisory archaeologist (e.g., Crew Chief, Project Manager, or Field Director). Compensation package will be commensurate with experience.

Responsibilities

- Managing cultural resource projects of various scopes and sizes
- Supervising archaeological field crews
- Directing cultural resources inventories with in-field analyses and documentation of prehistoric and/or historic artifacts and archaeological features
- Authoring and editing site documentation forms and writing technical reports
- Completing projects within schedule and on budget
- Effectively and accurately communicating with agency compliance personnel, clients, and coworkers

Qualifications

- Graduate degree in archaeology or anthropology
- At least 5 years supervisory archaeology and fieldwork experience
- Ability to be listed on EnviroSystems' various federal and state cultural resource permits
- Excellent communication, organizational, and time management skills

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- Good technical writing skills with a record of completing, editing, and producing cultural resource compliance reports, and meeting deadlines
- Proficiency with Microsoft Office products
- Ability to work both independently and as part of a team in a face-paced environment requiring multitasking, task prioritization, and responsibility/task delegation without strict supervision

Desirable Traits (Not required but viewed favorably)

- Research interest in Southwest and/or Great Basin archaeology beyond meeting minimal compliance requirements
- Expertise in prehistoric and/or historic artifact analysis
- GIS application skills

Employment Status / Benefits

- Permanent
- Full-time
- Medical, Dental, Vision, Long-term Disability, Health Savings Account, 401k
- Profit sharing

If interested, please submit a cover letter and detailed curriculum vitae with references to: kepperly@esmaz.com