



Aztec Engineering Group, Inc.
4561 E. McDowell Road
Phoenix, AZ 85008
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PROJECT DIRECTOR

Posting Date: 11/15/2017

Job Description

We are currently seeking resumes from qualified Project Directors for our Cultural Resources group in our Phoenix, Arizona office. The role will be to successfully complete archaeological projects in support of AZTEC's growing Cultural Resources group.

Duties:

- Perform archaeological research and conduct site files searches at federal, state and private repositories
- Direct and participate in all types of archaeological field investigations
- Maintain budgets and schedules
- Supervise junior staff
- Prepare technical reports documenting the results of fieldwork and archival research
- Perform evaluations and make recommendations for significance, effect, and treatment of cultural properties
- Review technical reports and other CRM documents
- Draft consultation letters
- Prepare graphics for reports
- Prepare work plans and cost proposals
- Develop project scopes and budget
- Assist clients with state, federal, and tribal cultural resources compliance
- Coordinate with sub consultants and vendors
- Communicate effectively and work closely with fellow employees
- Perform travel that may include overnight stays for an extended period

Required Skills:

- BA or BS in Anthropology, Archaeology, or another closely related field
- Minimum of 10 years of experience, including 3 years of experience managing projects and 6 years of relevant supervisory field experience and preparing technical reports
- Demonstrate knowledge of Southwest prehistory and/or history, archaeological method and theory, Section 106 compliance, and other federal and state regulations on the management of cultural resources
- Demonstrate experience in directing testing and data recovery excavations
- Experience obtaining permits for archaeological excavations
- Demonstrate experience in managing and completing projects on time and within budget
- Demonstrate experience using GPS, GIS (Tablet, ArcGIS 10)
- Ability to keep and maintain adequate records of work conducted
- Experience organizing and maintaining data as well as completing archaeological site and excavation forms
- Ability to be issued archaeological permits in Arizona as a project director
- Ability to perform fieldwork in adverse conditions (rugged terrain, remote locations, hot and cold temperatures, arid environments, dense vegetation) and carry 25 pounds of equipment
- Excellent oral and written communication skills
- Ability and willingness to travel
- Good driving record
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Preferred qualifications include a graduate degree in anthropology/archaeology, experience performing flaked stone analysis, knowledge of prehistoric cultures of Arizona, and professional experience in the Southwest (especially transportation projects). Prior experience using survey-grade GPS and Access database a plus.

Working Conditions and Environment:

Will need the ability to establish rapport quickly with others working on the same project, and be able to promote a positive team environment. A working knowledge of dealing with a diverse population while using tact, diplomacy, and respect.

Company Overview:



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AZTEC Engineering Group, Inc. (AZTEC) is headquartered in Phoenix, Arizona, and provides diversified technical and consulting services to clients in the United States. AZTEC has offices in California, Colorado, Indiana, Nevada, and Texas. AZTEC is part of the TYPsA Group, an international consulting engineering firm with over 2,600 employees and more than 50 offices worldwide providing multidisciplinary consulting services in the fields of civil engineering, architecture and environment. AZTEC has a diverse culture that focuses on providing rich opportunities for its employees. AZTEC offers competitive salaries and a comprehensive benefits package, including medical, dental, life insurance, short and long-term disability, flexible spending accounts, Paid-time-Off, and a 401(k)/Profit Sharing program. AZTEC is an equal employment opportunity employer committed to affirmative action planning.

Please apply online at www.aztec.us.

Contact Information:

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