



Aztec Engineering Group, Inc.  
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## **FIELD SUPERVISOR**

**Posting Date: 3/15/2017**

### **Job Description**

We are currently seeking resumes from qualified Field Supervisors for our Cultural Resources group in our Phoenix, Arizona office. The role will be to supervise archaeological fieldwork and prepare technical reports

### **Duties:**

- Perform archaeological research and conduct site file searches at federal, state and private repositories
- Direct and participate in all types of archaeological field investigations
- Track and adhere to project budgets and schedules
- Manage field 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
- Draft consultation letters
- Prepare graphics for reports
- Assists in the development of work plans, research designs, and mitigation proposals
- Assists in the creation of project scopes and budget
- Assists clients with state, federal, and tribal cultural resources compliance

### **Required Skills:**

- BA or BS in anthropology, archaeology, or closely related field
- Minimum of 5 years of relevant supervisory field experience
- Demonstrated 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
- Demonstrated experience directing testing and data recovery excavations
- Experience obtaining permits for archeological excavations
- Demonstrated experience in managing and completing projects on time, within budget
- Demonstrated experience using GPS, GIS ( Tablet, ArcGIS 101)
- Ability to keep and maintain records of work conducted
- Experience organizing and maintaining data, and completing archaeological site and excavation forms;
- Ability to be listed on archaeological permits issued by Arizona agencies and tribes
- 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
- Access database skills ow knowledge is a plus
- Ability to conduct archaeological research and analysis preferred
- Ability to use a total station is a plus

### **Working Conditions and Environment:**

This position will require general supervision and will have to use independent judgment within established guidelines. Generally uses advanced knowledge to analyze, interpret, or make deductions from varying facts or circumstances.

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:**

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, a global consulting firm with offices in over 30 countries and a staff of over 2,000 professionals world-wide. AZTEC has a diverse culture that focuses on providing rich opportunities



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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](http://www.aztec.us).

**Contact Information:**

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