

PRINCIPAL INVESTIGATOR

Posting Date: 3/13/2017

Job Description

We are currently seeking resumes from qualified Principal Investigators for our Cultural Resources group in our Phoenix, Arizona office. The role will be to propose on, develop, and manage archaeological projects of all sizes from start to completion.

Duties:

- Manage projects, including staff, fieldwork, and deliverables, within schedule and budget constraints
- Oversee and participate in all aspects of archaeological survey and site documentation, GPS mapping, testing and data recovery, monitoring, analyses, report writing, and administrative duties
- Serve as primary author on technical reports, research designs, treatment plans, and other technical documents
- Develop proposals and cost estimates
- Foster and maintain good working relationships with state and federal agency staff, tribes, and private sector clients
- Take initiative, resolve problems, and implement improved procedures to assure tasks are completed effectively
- Coordinate/obtain permitting and adhere to agency guidelines/policies
- Remain current with agency protocol for conducting cultural resources work
- Assist with business development goals and objectives
- Assist with training and mentoring cultural resources staff in topics including NRHP eligibility, implementation of research designs, and site recording protocols

Required Skills:

- MA/MS in anthropology, archaeology, or closely related field
- Meets Secretary of the Interior's Professional Qualification Standards for Archaeology
- 15 years of experience in cultural resource project management, preferably in Arizona
- Ability to keep and maintain records of work conducted
- Experience in 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 conduct archaeological research and analysis
- Experience performing QA/QC review of technical documents, field forms, etc.
- Demonstrated knowledge of federal, state, and local regulations pertaining to cultural resources/Section 106 and experience working with Arizona federal and state agencies and tribes
- Extensive knowledge of cultural resources in the Southwest
- Demonstrated understanding of GPS, GIS (Tablet, ArcGIS 10)
- Experience obtaining permits for archaeological excavations
- Excellent oral and written communication skills
- Demonstrated experience in managing and completing projects on time, within budget
- Ability to work as a team member
- Ability to walk up to 10 miles per day in adverse conditions (rugged terrain, remote locations, hot and cold temperatures, arid environments, dense vegetation) and carry up to 25 pounds of equipment
- Ability and willingness to travel
- Good driving record
- RPA preferred
- Experience with ADOT projects preferred
- A high degree of professionalism and competence in project execution and delivery
- 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.



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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 TYPASA 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 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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