



Senior Field Director

position summary

In this full-time, exempt position, the Senior Field Director manages and directs compliance projects, including multiple projects and crews at a time, for public and private sector clients. Handles complex survey and excavation logistics, and is technologically proficient with experience working with GPS and digital databases. Specific duties include working with staff to prepare proposals and budgets, develop scopes of work, oversee projects while conducting fieldwork and managing multiple field crews, conduct analyses, interpret analytical data, and write reports.



responsibilities

- Assist project managers and principal investigators and coordinate compliance with NHPA, ARPA, NAGPRA, NEPA, and state environmental regulations and other laws relating to the protection of cultural resources.
- Conduct archival research and background records checks.
- Conduct all aspects of archaeological fieldwork (Phase I survey, Phase II testing, and Phase III mitigation), construction monitoring, and supervising tribal survey/monitoring activities.
- Logistically plan and implement field projects utilizing standards and procedures that comply with Section 106 and state-specific field, project tracking/coordination, and quality control for cultural resource management projects while supervising field technicians and/or multiple field crews.
- Conduct artifact analyses, evaluate resources for eligibility to be listed in the National Register of Historic Places (NRHP) and state registers of historic properties, and complete state survey/site forms.
- Support clients during agency and tribal consultation, including coordinating consultation with State Historic Preservation Officers (SHPO), Tribal Historic Preservation Officers (THPO), Native American Tribes, Advisory Council on Historic Preservation (ACHP), and multiple state, federal, and local agencies.
- Helps manage budgets, prepare proposals, reports, and other technical documents, monitor field procedures, and author Research Designs, Treatment Plans, and NEPA and NHPA technical reports.
- Train, coach, and mentor junior staff on client development best practices and motivate staff to achieve business growth goals.

qualifications and experience

The successful candidate will have the following qualifications and experience:

- MA/MS in Anthropology/Archaeology, or related discipline, required and a current technical specialization desirable (e.g., lithic analysis, GIS, architectural history, etc.).
- Professional registration or certification through Register of Professional Archaeologists (RPA) or equivalent experience and meet the Secretary of the Interior qualifications for a Principal Investigator.
- A minimum of 5 years of experience in the field and technical report production; showing continuous advancement in archaeological knowledge, skills, abilities, and responsibilities, including at least 3 year of supervisory experience at the field director level.
- Demonstrated work experience in the archaeology of the Plains and Upper Midwest, and in-depth knowledge of the historic preservation laws and policies, including NEPA, NHPA, ARPA, and NAGPRA, as well as regional and state SHPO standards.
- Must be willing and able to travel frequently and for long periods of time, as needed.
- Experience working in the consulting environment, ability to handle multiple projects simultaneously, and be responsive to both internal and external clients.
- Experience involving tribal consultation, outreach, and relationship-building a plus.
- In-depth knowledge of soils, particularly in deep alluvial settings.
- Excellent oral and written communication skills.
- Be a strong technical leader with established agency and industry relationships.
- Must be motivated and able to work safely with minimum supervision.
- Proficient with site, excavation, plan and profile maps, GPS/GIS, and experienced in organizing and maintaining data, and completing archaeological site forms.
- Strong competency in general MS Office applications, MS Project, Excel, and Access .
- Familiarity with Global Positioning System (GPS) and Global Navigation Satellite System (GNSS) collection.
- Experience using Trimble handheld units and familiarity with Trimble R1 receivers and tablet-based technology.
- Ability to work independently as well as oversee small or large projects by working closely with senior cultural resource staff and Project Managers.

Candidates interested in applying should submit a completed Application for Employment to merjent.applicantpro.com.

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