



# Archaeology Field Lead 2 - MN

## position summary

The Archaeology Field Lead 2, under the supervision of the Field Services Manager and assigned Senior Principal Investigator(s), is responsible for the oversight and direction of all archaeological field investigations conducted by members of a field crew and implementing field procedures established by Merjent. The Archaeology Field Lead 2 is responsible for performing common tasks associated with leading archaeological investigations and surveys within the archaeological project area. This position will be based in Minneapolis, Minnesota. Travel is required.



## responsibilities

- Performs pedestrian walkover survey, controlled surface survey, and hand excavation (shovel testing), oftentimes solo.
- Maintains all field records and paperwork.
- Directs archaeological site documentation and technical site mapping.
- During Phase I survey, determines types of appropriate survey coverage within the project area.
- Ensures accurate digital recordation of survey (Trimble R1 & iPad with ArcGIS & AGO).
- Responsible for the digital recordation and mapping of all archaeological sites using an established data dictionary.
- Responsible for daily download of GPS data.
- Ensures all field crew members accurately complete all project documents and reports.
- Responsible for the overall safety of the field crew and ensures adherence to all project safety protocols.
- Assists crew members in proper vehicle and equipment maintenance.
- Responsible for personal project accounts, including but not limited to, timesheets and expense reports.
- Reports to work on-time and prepared to start work in accordance with the survey crew schedule
- Adherence to all Merjent and client-directed safety policies and procedures including the use of all personal protective equipment (PPE).
- Authors reports, agency letters, Section 106 request forms, and other documents.
- Act in accordance with Merjent's company policies as outlined in the Field Employee Handbook.

## required qualifications and experience

### Education Requirements

- Graduate degree in archaeology, anthropology, or related science preferred. Preference is also given to candidates that meet the Secretary of the Interior's Standards for archaeology as well as those with field-based GIS/GPS experience. Bachelor's Degree in Archaeology, Anthropology, or a related science with several years of experience will be considered.
- Project-specific certifications and licensure may be required, if applicable.

### Experience Requirements

- A graduate degree with a minimum of 2 to 3 years of experience in a similar leadership capacity conducting Phase I and Phase II fieldwork. An undergraduate degree with more than 3 years of experience and similar leadership capacity. This position will be based in Minneapolis, Minnesota.

Candidates interested in applying should submit a completed Application for Employment to [merjent.applicantpro.com](http://merjent.applicantpro.com).

Merjent, Inc is an Equal Opportunity Employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other legally protected factors. Disability-related accommodations during the application process are available upon request.



### Technical Skill Requirements

- To perform this job successfully must have working knowledge of word processing, internet browsers, photo management software, and email.
- Working knowledge of federal and various state regulations as they pertain to cultural resource management.
- Ability to calculate figures and amounts such as percentages, area, ratio, circumference, and volume.
- Ability to apply basic mathematical concepts to practical situations.
- Ability to read, analyze, and interpret general technical procedures and governmental regulations related to cultural and historic preservation.
- Ability to write detailed archaeological reports and business correspondence.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret technical instructions and work with abstract and concrete variables.

### Soft Skill Requirements

- Ability to complete digital data collection using ArcGIS & AGO platform.
- Ability to work with and guide Archaeology Field Technicians ensuring a quality work product in a timely manner.
- Team player, able to collaborate with other survey types or project teams.
- High level of interpersonal skills with demonstrated poise, tact, and diplomacy.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.

## physical demands of position

The incumbent will be regularly required to:

- Walking: Stand and traverse a varied outdoor terrain up to 10 miles per day.
- Carrying Weight & Lifting: Move and transport equipment with loads up to 50 pounds using hands and/or a backpack while hiking.
- Stooping, Kneeling, Crouching & Crawling: Stoop, kneel, crouch, or crawl to perform manual soil excavations using a hand shovel. Repetitive motion to excavate compacted and soft soil to depth of 3.3 feet, crouching and/or crawling under fencing may be frequent.
- Climbing, Balancing & Reaching: Reach with hands and arms; may include ascend/descend fencing.

## work environment of position

While performing the duties of this position, the incumbent may be exposed to work near a pipeline/utility right-of-way, fumes, dust, gases, odors, airborne particles, outdoor weather conditions, and varying terrain.

- Climate: Constantly works in outdoor weather conditions with varying seasonal temperatures. Winter temperatures average 10 degrees F and may fall below 0 degrees F. Summer temperatures average 75 degrees F and may reach 100 degrees F and above.
- Plants & Animals: Incumbent may encounter plants and animals while working outdoors. May include, for example, poison ivy, poison oak, wasps, bees, snakes, etc.
- Terrain: Incumbent will be required to hike through varied terrain including, for example, tall and low grasses and weeds, around trees, near wetlands, over hills, over and around fencing, near roadways, and through mud.

Candidates interested in applying should submit a completed Application for Employment to [merjent.applicantpro.com](https://merjent.applicantpro.com).

Merjent, Inc is an Equal Opportunity Employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other legally protected factors. Disability-related accommodations during the application process are available upon request.