



ENVIRONMENTAL SOLUTIONS & INNOVATIONS, INC.

4525 Este Avenue
Cincinnati, OH 45232
Phone: 513-451-1777 Fax: 513-451-3321

Archaeological Field Director

ESI seeks a full-time Archaeological Field Director to complement its Cultural Resources Group program. As part of the team, the successful candidate is responsible for managing Phase I, II, and III field projects and personnel, and organizing field data.

Exceptional organizational and record keeping skills are imperative to successfully manage multiple archaeological field projects, satisfying requirements and maintaining professional and company standards and ethics. Superior communication skills are required as the position involves coordinating and assimilating project input from agencies, staff, and subcontractors. Requisite experience includes a broad range of cultural resource projects including, but not limited to, the energy sector.

Responsibilities include managing all aspects of the field work, potentially preparing and contributing to reporting, maintaining field safety, organizing collected data, and directing field staff.

The successful candidate's expertise includes day-to-day, hands-on management and participation with a keen eye for quality and completeness. Demonstrated communication excellence, both written and verbal, and the ability to effectively supervise people are requisite. This position requires up to 90% travel outside the local area, often overnight, and reports directly to project Principal Investigators.

Minimum Qualifications

- B.A. in Anthropology or related field
- Completion of Archaeological Field School
- 4 plus full-time years of CRM experience
- 2 plus full-time years of supervisory experience

Preferences

- Maintaining project schedules.
- Supervising field efforts and field personnel.

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- Completing administrative duties in the field (time sheets, personnel transactions, per diem, and petty cash management).
- Organizing all field-generated data (notes, artifacts, photographs, maps).
- Submitting photographs with photograph logs, and artifacts, with field specimen logs, to appropriate person and/or department for processing.
- Writing complete and comprehensive field notes and reviewing products written by any personnel under supervision.
- Orchestrating mobilization and maintaining field equipment responsibilities.

Requirements

- 4 years of relevant field experience
- Able to pass all pre-hire screenings
- Possess a valid driver's license