



Job Description

Date: September 25, 2020

Title: Archeological Field Supervisor/Crew Chief

Pay Category: Hourly

Division: Horizon Environmental Services, Inc.

Location: Austin

Organizational Relationships: This position reports to Jesse Owens (Cultural Resources Director, Horizon Environmental Services, Inc.).

Summary:

Horizon Environmental Services, Inc. (Horizon) is currently seeking qualified applicants for one or more Archeological Field Supervisor/Crew Chief positions in Texas and surrounding states (primarily Oklahoma, Louisiana, and Arkansas). This is largely a fieldwork position but may involve some follow-up office/laboratory work to assist with processing field data.

Horizon is a cultural and ecological resources management firm with offices in Austin, Houston, and Dallas-Fort Worth, Texas, with more than 30 years of experience assisting clients in the private and public sectors with their environmental and heritage management needs. Horizon is a subsidiary of LJA Engineering, Inc. (LJA), a multidisciplinary engineering consulting firm with 25+ offices throughout Texas.

Key Responsibilities:

- Lead crews on archeological field projects, including reconnaissance surveys, impact assessments, intensive surveys, construction monitoring, and excavation projects.
- Effectively and efficiently manage field staff to complete field projects on schedule and within budget.
- Travel extensively within Texas and surrounding states (primarily Oklahoma, Louisiana, and Arkansas) to fulfill archeological fieldwork needs. Smaller projects are typically conducted within the normal work week (Monday to Friday). Larger out-of-town projects may require working occasional weekends (e.g., tendays or other long-term schedules).
- Recognize and record prehistoric and historic artifacts and cultural features, record characteristics of soils and the natural environment, oversee the recording and mapping of archeological sites and historic structures, collect global positioning system (GPS) data, and navigate accurately and efficiently in the field.
- Review field paperwork and notes generated by field crew members (e.g., shovel test logs, backhoe trenching forms, excavation unit forms, photographic logs, field notes) for accuracy and completeness, and work with crew members to address and correct any problems with field paperwork.
- Process post-field data, including downloading data from GPS devices; processing data from shovel tests, backhoe trenches, and excavation units; uploading digital photographs; reviewing photographic logs; completing archeological site forms and historic structure forms; and assisting with development of map figures for technical reports.

Minimum Required Qualifications:

- B.A., B.S., or similar qualifying degree in Archeology, Anthropology, or a closely related field.
- Prior completion of an archeological field school sponsored through an accredited university.
- Minimum of two (2) years of continuous or equivalent professional experience in Texas, Great Plains, Southwestern, and/or Southeastern archeology, including archeological survey, shovel testing, and/or excavation experience. At least six (6) months of this prior field experience must have been serving in a leadership role at the field supervisor/crew chief or equivalent level.
- Prior completion of an archeological field school is mandatory (archeological field schools can be counted toward the required minimum of two [2] years of field experience).
- Ability to recognize prehistoric and historic artifacts, cultural features, archeological sites, and historic structures and objects.
- The ability to communicate with and respond positively to direction from management staff, to effectively and efficiently manage field staff to complete projects on time and within budget, as well as to work unsupervised, functioning as an effective, self-motivated, and highly capable individual and as a productive, responsive, and enthusiastic crew leader.
- Familiarity with global positioning system (GPS) devices and digital data collection.
- Attention to detail and strong field record-keeping and note-taking skills.
- Possess a valid driver's license.

Additional Preferred Qualifications:

- Prior experience in cultural resources management projects conducted for regulatory compliance purposes.
- Familiarity with state and federal regulations governing cultural resources and heritage management.
- Ability to operate mechanical field equipment, such as field trucks, 4-wheel-drive vehicles, all-terrain vehicles (ATV), and/or heavy machinery (e.g., augers, corers, backhoes, trackhoes, front-end loaders).
- Familiarity with laboratory methods, procedures, and protocols for processing collections of archeological materials (e.g., artifacts, bulk collections) and project records (e.g., field paperwork, photographs, artifact catalogs) for permanent curation at approved curation facilities.
- Familiarity with ArcGIS software.

Physical Requirements:

- Applicants should expect to conduct physically demanding fieldwork, involving extensive walking and hiking outdoors, bending and lifting, and manual excavation of shovel tests and test units in extreme conditions (e.g., hot and cold weather, rugged terrain, dense vegetation, remote locations).

Employment Benefits and Conditions:

Interested candidates should submit applications via LJA's recruiting portal at <https://www.lja.com/join-our-team/>. In the "Current Opportunities" box, click the "+" symbol next to "Austin, TX" to access Horizon's job postings. Click the link for "Archeological Field Supervisor," complete the short form, and upload your resume when prompted.

Hourly pay for candidates is commensurate with qualifications and experience. Lodging and per diem (\$65/day) will be provided for out-of-town projects involving an overnight stay but will not be available for local projects.

Currently, all positions being filled are temporary. Based on performance and continuing work load, qualified candidates may be offered full-time positions with benefits, including group insurance (health, dental, vision, life, and disability), paid time off (PTO), 401(k), and an employee stock ownership plan (ESOP).

All applicants are subject to a pre-hire drug screening and ongoing random testing under US Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA) drug and alcohol regulations (49 CFT Part 199).

Horizon participates in E-Verify, a service of the US Department of Homeland Security and US Social Security Administration (www.dhs.gov/e-verify).

We thank everyone for their interest in applying for a position with Horizon; however, only those candidates selected for an interview will be contacted. For additional information about Horizon and LJA, please visit our web sites at www.horizon-esi.com and www.lja.com.