



Job Description

Date: September 25, 2020

Title: Prehistoric/Historic Project Archeologist

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 an ecological and cultural resources management firm based in Austin, Texas, with more than 25 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 consulting engineering firm with 25+ offices throughout Texas and the Southeast.

Horizon is currently seeking qualified applicants to fill one or more Prehistoric and/or Historic Project Archeologist (PA) positions for archeological projects in Texas and surrounding states. This position involves fieldwork, office/laboratory work to process and analyze field data, writing technical reports, and contributing to marketing and business development efforts. Applicants should expect to spend at least 50% of their time in the field.

Key Responsibilities:

- Oversee and participate in all aspects of archeological projects, including staff management, fieldwork, and deliverables, completing projects on schedule and within budget. Projects include reconnaissance surveys, impact assessments, intensive surveys, construction monitoring, and excavation projects. Applicants should expect to conduct physically demanding fieldwork (e.g., hot and cold weather, rugged terrain, dense vegetation, remote locations), including pedestrian surveys with shovel testing, on a regular basis.
- Prehistoric PAs must be able to recognize, record, analyze, and report upon prehistoric artifacts and cultural features, record characteristics of soils and the natural environment, oversee the recording and mapping of archeological sites, collect GPS data, and navigate accurately and efficiently in the field. Prehistoric PAs must also possess at least a working knowledge of historic artifacts, cultural features, site types, structures, and objects.
- Historic PAs must be able to recognize, record, analyze, and report upon historic artifacts, cultural features, structures, and objects; record characteristics of soils and the natural environment; oversee the recording and mapping of archeological sites and historic structures; collect GPS data;

and navigate accurately and efficiently in the field. Historic PAs must also possess at least a working knowledge of prehistoric artifacts, cultural features, and site types.

- Travel extensively within Texas and surrounding states (primarily Louisiana, Oklahoma, and New Mexico) 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).
- Review field paperwork and notes generated by field crew members (e.g., shovel test logs, backhoe trench forms, excavation unit forms, photographic logs, field notes) for accuracy and completeness.
- 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 overseeing development of map figures, data tables, and illustrations for technical reports.
- Analyze cultural materials, such as prehistoric lithics, ceramics, burned rocks, and feature data; and/or historic ceramics, metals, and feature data.
- Evaluate the significance of archeological sites and historic structures, objects, and districts in terms of their eligibility for inclusion in the National Register of Historic Places (NRHP) and for listing on applicable state registers.
- Serve as lead author on technical reports and participate in the development of research designs, cultural resources management plans, and other technical documents.
- Effectively and efficiently manage field, laboratory, and administrative staff to complete projects on time and within budget. Take initiative, resolve problems, and develop and implement procedures that ensure tasks are completed effectively.
- Assist with training and mentoring cultural resources staff in archeological survey methods, identification and evaluation of prehistoric and historic cultural resources, site recording protocols, and implementation of research designs.
- Assist with proposals, marketing, and accomplishment of business development goals.

Requirements:

- M.A./M.S. or similar qualifying degree in Archeology, Anthropology, or a closely related field (highly experienced candidates with a B.A./B.S. will also be considered).
- Meets Secretary of the Interior's Professional Qualification Standards for Archaeology.
- Minimum of 3 years (5 years preferred) of continuous or equivalent professional experience in Texas, Great Plains, Southwestern, and/or Southeastern archeology, including archeological survey, shovel testing, construction monitoring, excavation, analysis, and technical reporting experience. At least 1 year of this prior field experience must have been serving in a leadership role at the Project Archeologist or equivalent level.
- Prior experience in cultural resources management projects conducted for regulatory compliance purposes.
- Familiarity with state and federal regulations governing cultural resources and heritage management.

- Experience with recognizing and recording 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, laboratory, and administrative staff to complete projects on schedule 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 project leader.
- Familiarity with GPS devices and digital data collection.
- Attention to detail and strong note-taking and record-keeping skills.
- Possess a valid driver's license.

Preferred Qualifications:

- Familiarity with ArcGIS software.
- Ability to operate mechanical field equipment, including trucks, 4-wheel drive vehicles, all-terrain vehicles (ATVs), 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 and ability to oversee laboratory staff to complete curation projects.
- Residents of the Austin, Houston, and San Antonio areas will be strongly preferred for local and regional projects. However, applicants from other areas are encouraged to apply. Resumes will be kept on file in the event that opportunities arise to work on out-of-state projects.
- Registration as a Registered Professional Archaeologist (RPA).

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 Technician," 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 workload, 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.