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Career Opportunity

Tierra Right of Way Services

Field Director

Tierra Right of Way Services “Tierra” is seeking a part-time or full-time archaeological **Field Director** to assist with numerous upcoming projects in the **New Mexico** area. Tierra offers a cooperative, professional, and family-friendly work environment with excellent opportunities for career growth. The **ideal candidate lives in the Albuquerque or Santa Fe** area and will support one of our offices in these cities. However, our company provides topnotch technical support for work-from-home employees, and candidates from anywhere in New Mexico will be considered. The job position will require travel across New Mexico and possibly out-of-state.

Tierra has been conducting cultural resource projects in the American Southwest for nearly twenty-five (25) years. We are committed to meeting our client's land services needs in the highest quality manner, delivered with the highest ethical and professional standards.

We are looking for a team player with the ability to supervise multiple small surveys and monitoring projects concurrently. Experience directing large block surveys as well as archaeological testing and data recovery investigations is also desired. The candidate should have knowledge of the literature and practice of prehistoric and historic archaeology in the American Southwest. He or she will need to be listed in Tierra's cultural resource investigation permits for the State of New Mexico, Bureau of Land Management, US Forest Service, and other regulatory agencies.

The Field Director implements and reports on the field operations of cultural resource management projects. He or she will oversee crew members conducting archaeological surveys and excavations and authors technical reports on project findings.

Essential Functions and General Responsibilities:

- Directs fieldwork and supervises field crews on multiple small surveys and/or monitoring projects as well as larger block surveys and excavations.
- Conducts small-scale field projects without crew assistance Reports on field investigations and provides higher-level staff with staffing and scheduling input. Acts as the Safety Officer on field projects and conducts daily safety meetings with crew.
- Writes reports and prepares forms to pertinent agency standards.
- Delegates tasks to junior staff
- Resolves problems in field and office settings.

- Trains crew members in field methods, form preparation and report writing.
- Assists in the preparation of scopes of work and budgets for proposals.
- Performs other related responsibilities as needed.

Knowledge, Skills, and Abilities:

- Knowledge of National Environmental Policy Act, Native American Graves Protection and Repatriation Act, Section 106, Section 110, and associated federal and state laws and regulations.
- Current knowledge of literature and professional reports
- Ability to maintain confidentiality.
- Strong communication skills
- Strong interpersonal skills, including the ability to interact and collaborate with all levels of management and staff.
- Ability to work as a team player.
- Attention to organization, detail and accuracy.
- Knowledge of utilizing MS Word, Excel, and Outlook applications
- Ability to plan, organize, and prioritize work.
- Expert field skills including ability to use Garmin and Trimble GPS units for mapping and navigation.
- Ability to work under pressure and meet deadlines.

Mental and Physical Requirements

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

The Field Director must be able to express and exchange ideas with others, adapt well in the face of workplace stressors, organize thoughts and ideas into understandable terminology, understand complex problems and collaborate with others to explore alternative solutions, plan, direct and coordinate the work activities of others and work under pressure.

The Field Director must be able to lift and carry up to 30 pounds on a frequent basis, carry a day pack weighing 20 pounds, climb in and out of trenches or excavation units using ramps and ladders on a frequent basis, hike in rough terrain and move self in different positions to accomplish tasks. Must be able to operate computer equipment and a motor vehicle.

Travel:

This position requires frequent overnight travel and extended stays. Some projects require camping in remote environments.

Work Environment:

Often requires work in remote areas and frequent exposure to outdoor elements, wildlife, rough terrain and extreme temperatures.

Minimum Qualifications:

- Bachelor's degree in Anthropology, Archaeology, Heritage Management, or related field

- Four (4) years' experience in cultural, heritage, and/or environmental compliance industry.
- Valid Driver's License.

Preferred Qualifications:

- Master's degree in Anthropology, Archaeology, Heritage Management, or related field
- Qualified to be listed in Tierra's cultural resource investigation permits for the State, Bureau of Land Management, U.S. Forest Service, and/or other regulatory agencies.
- Training in an analytic specialty (ceramics, faunal) material culture or an aspect of environmental archaeology.

Tierra is an Equal Opportunity Employer.

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