

<b>Job Description</b>			
<b>Job Title:</b>	Project Manager/Senior Archaeologist	<b>Position Type:</b>	Full-Time
<b>Department:</b>	Archaeological Resources - Project Delivery	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Arizona	<b>Rate of Pay:</b>	\$70,000 to \$90,000
<p><b>Pinyon is different...</b>  ...and we want unique individuals to come learn, grow, and thrive within our 30-year employee-owned company. Pinyon is a purpose-driven firm that does work which matters in the communities we live; our employee-owners are encouraged to drive their career paths towards their career goals; we want you to be the next team member to experience our welcoming culture where work is rewarding.</p> <p><b>Let us prove it!</b>  If you're excited about this opportunity to contribute to a workplace that values diversity and fosters inclusivity, please apply, even if you think you do not fully meet the qualifications. Pinyon is a company of opportunity</p> <p><b>About this Position</b>  Pinyon is seeking a full-time, salaried Project Manager/Senior Archaeologist with extensive field experience in Arizona (and other four-corner states). We need someone who can work independently but also enjoys collaborating with different people, from colleagues and clients to government agencies and other partners.</p> <p>In this role, you'll be leading cultural resource surveys (Class I, II, and III), handling reports, and making sure projects stay on track for a variety of clients, including private companies and state and federal agencies. You'll also manage field crews and keep things running smoothly from start to finish.</p> <p>We're seeking someone with solid project management experience who can juggle deadlines, stick to budgets, and keep projects moving forward. If you're organized, professional, and can guide teams to get the job done well, this is the perfect role for you. This position reports to the Archaeological Resources Technical Group Manager and gives you the chance to be part of a growing, dynamic team.</p> <p><b><u>Essential Responsibilities [5 to 7 bullets]</u></b>  Responsibilities will include</p> <ul style="list-style-type: none"> <li>• Leading and supervising field staff</li> <li>• Recording archeological sites (precontact and historic) identified during inventory</li> <li>• Preparing National Register of Historic Places (NRHP) eligibility recommendations</li> <li>• Site testing for NRHP evaluations</li> <li>• Monitoring fieldwork quality and reviewing paperwork/notes</li> <li>• Conducting background research and preparing desktop assessments</li> <li>• Analyzing artifacts</li> <li>• Construction monitoring</li> <li>• Writing technical reports</li> <li>• Identify and record archaeological sites, artifacts, features, soil characteristics, and understand site identification, delineation, and documentation procedures</li> </ul> <p><b><u>Knowledge, Skills, and Abilities [limit to 7-10 bullets]</u></b></p> <ul style="list-style-type: none"> <li>• MS or MA degree in Anthropology or Archaeology</li> <li>• Meets the Secretary of Interior's Professional Standards and Guidelines for Archaeology (36 CFR 61)</li> <li>• Permitted or immediately permittable within Arizona and familiar with AZSITE and ASM registration procedures</li> <li>• Experience applying Cultural Resource Management (CRM) requirements of federal historic preservation laws and policies</li> </ul>			

- Experience and demonstrated knowledge of Section 106/ARPA compliance, NEPA, and understanding of relevant federal, state, local, and/or tribal laws and regulations
- Previous experience with federal agencies (e.g., BLM, USFS)
- Tribal consultation experience preferred
- Experience designing and managing (CRM) field surveys
- Field crew supervisory or field director experience
- Technical writing and document review experience
- Experience with Microsoft Word, Collector, Survey123 and other software programs as required
- Ability to travel
- Valid driver's license and good driving record
- Strong problem-solving skills
- Strong verbal and written communications skills
- Employment is contingent upon the results of a background check

**Application Process**

To submit your resume and cover letter visit our careers page at <https://pinyon-env.net/careers/>, select your desired position, click 'Apply Now' on the right, and complete the submission form. For any accommodation needs during the application process, please reach out to Employee Services via email at [careers@pinyon-env.com](mailto:careers@pinyon-env.com) or by phone at 303.980.5200.

**Application deadline:** Our team will review applications upon receipt and will schedule interviews with qualified candidates. The application acceptance will stay open until we have a strong pool of candidates, or until a candidate is chosen. We appreciate the time and effort you've put into your application and will give each submission careful consideration.

**Summary of Benefits**

Pinyon offers a comprehensive range of benefits including accrued vacation, sick, and paid holidays; 100% employer paid premiums for health insurance through United Health, 100% employer paid premiums for base dental and vision insurances through MetLife; long term disability; life insurance; ESOP and employer matching 401k. Pinyon also offers several bonus programs including an overtime bonus program, profit share program, and a spot bonus program.

**EEO Statement**

Pinyon is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.

**About Pinyon**

Pinyon was established in 1993 by Lauren Evans, PE, and she has grown Pinyon from a one-woman outfit based out of her garage, to a thriving and growing environmental consulting firm. The firm now employs over 80 environmental professionals and support personnel and has expanded from its headquarters in Lakewood, Colorado (near Denver) to include branch offices in Loveland and Colorado Springs, Colorado, as well as a satellite office in Phoenix, Arizona. Pinyon is a client-centric environmental consulting firm that works towards collaborative solutions to advance our clients' needs while protecting environmental health and safety. Pinyon supports private and public sector projects for commercial and industrial, energy, public works, federal, and transportation clients. Given the depth and breadth of our technical team, we are the go-to firm for permitting and compliance on the local level and looking to expand our NEPA qualifications across multiple market sectors. Pinyon is committed to continue to expand our portfolio of projects both in our current geographies and elsewhere in the United States.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	