



## 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-specific Principal Investigators.

### Top 3 Reasons to Work at Environmental Solutions & Innovations, Inc. (ESI)

1. Our collaborative and open-minded environment fosters the trust and support necessary to take calculated risks requisite for growth.
2. Our diverse and talented technical experts afford big-picture insights that elevate the quality of services we provide to Clients.
3. Our services help identify, conserve, and protect natural and cultural resources for future generations.

### ABOUT ESI

An emerging leader in environmental consulting, ESI seamlessly merges real-world field expertise, scientific acumen, and comprehensive knowledge of the regulatory framework to assist clients balance societal needs with environmental conservation and enhancement of natural and cultural assets. Our support of various private industries and governmental agencies spans the biological sciences, cultural resources, and civil engineering and ranges geographically across the central and eastern U.S.

**HOW TO APPLY: Please use the email subject "FD – Archaeology" and send a cover letter and resume to [Employment@envsi.com](mailto:Employment@envsi.com)**



*Environmental Solutions & Innovations, Inc. is an Equal Employment Opportunity employer. It provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or veteran status.*



## ARCHAEOLOGICAL FIELD DIRECTOR

### 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.
- ◆ 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

- ◆ Minimum 4 years of relevant lab experience
- ◆ Must pass all pre-hire screenings
- ◆ Possess a valid driver's license

### Location

Will work out of the Cincinnati, OH or Pittsburgh, PA office.

### Compensation

\$45,000 - \$55,000 annually, dependent on skills and experience. See accompanying pages for ESI's standard benefits package.

*Real Science, Real Solutions*

**ENCSI.COM**



# BENEFITS AND TOTAL REWARDS SUMMARY 2022

## Paid Time Off (PTO)

- **Pro Re Nata (PRN)**

After one (1) year of service, PRN employees qualify for PTO based on the number of hours worked in the prior calendar year:

Hours Worked Per Calendar Year	Annual PTO Allocation
1,560	96 Hours / 12 Days
1,040	64 Hours / 8 Days
862	52 Hours / 6.5 Days

- PRN employees who work over 624 hours per year for three (3) consecutive years qualify for 40 hours (5 Days) of PTO in their 4th year of active employment (and thereafter).

- **Full Time, Salaried:**

All full-time, salaried employees are eligible for PTO from their first day of work, accruing on a pro-rata basis according to the following schedule:

Employment Tenure	Annual PTO Allocation
From Start	128 Hours / 16 Days
After 2 Years	136 Hours / 17 Days
After 5 Years	200 Hours / 25 Days
After 10 Years	240 Hours / 30 Days

## Employer Sponsored Healthcare Coverage (Medical, Dental, and Vision)

- **PRN**

Starting in the second season of employment, all PRN staff working more than 624 hours in the prior year are eligible to participate in ESI's healthcare coverage. The percentage paid by ESI is determined by the number of hours worked in the prior calendar year. Employees may elect to enroll in just one or all of the offered coverages.

Hours Worked Per Calendar Year	ESI Pays	Employee Pays
1,560	100%	0%
1,040	70%	30%
862	50%	50%
624	40%	60%



# BENEFITS AND TOTAL REWARDS SUMMARY 2022

Dependent coverage is available, employee pays 100% of dependent premiums.

● **Full Time, Salaried:**

After one (1) year of service, ESI pays 100% of employee’s healthcare coverage for all fulltime, salaried professionals. For employees with spouses, children, or other qualified dependents, ESI pays 50% of those premiums. Employees may elect to enroll in just one or all of the various types of coverages, for themselves and/or their families. Anthem Blue Cross/Blue Shield-Bi-weekly Premium deductions for full-time, salaried staff with dependents are as follows:

	Spouse	Child(ren)	Family
Medical	\$106.07	\$60.91	\$184.77
Dental	\$5.46	\$10.58	16.49
Vision	\$1.29	\$1.16	2.55

### Paid Holidays

● **PRN**

All PRN staff working BOTH the normal business day before and normal business day after a company holiday receive eight (8) hours of compensated time off OR 2X pay for time worked, depending on project schedules.

● **Full-time**

ESI currently provides 10 paid holidays (8 hours per each) for full-time, salaried employees in each calendar year:

- New Year’s (1)
- Memorial Day (1)
- Independence Day (1)
- Labor Day (1)
- Election Day (1)
- The day before, Thanksgiving, and the day after (3)
- December 24 & 25 (2)

### 401(k) Plan

- After 1 year of service and the next plan entry date (1 January and 1 July), all employees working more than 1,000 hours in the prior year are eligible to participate in ESI’s 401(k) plan via salary deferral and receive a matching contribution.
- Employee contributions up to 3% of salary deferrals are matched by ESI dollar for dollar; the next 2% of salary deferrals are matched \$0.50 per dollar.
- Once eligibility criteria are met, employees are automatically enrolled into the 401(k) plan; however, employees can opt out.
- Additional discretionary matching and/or profit-sharing contributions may also be made, on a year-to-year basis.



## BENEFITS AND TOTAL REWARDS SUMMARY 2022

### Benefits Available Exclusively to Full Time Salaried Staff

- **Parental Leave**
  - ESI offers 8 weeks (320 hours) of compensated time off work (“Parental Leave”) once per employee, per occurrence and once per calendar year. The employee may take the allotted Parental Leave pay in one continuous period of leave or in increments of as little as one hour, at any time during the first 12 months after the event.
- **Flexible Spending Account (FSA)**
- **100% Employer Paid Accidental Death and Dismemberment** (\$40,000 benefit through Anthem BCBS) and Group Term Life (\$40,000 benefit through Anthem BCBS).
- **100% Employer Paid Short- and Long-Term Disability:** All fulltime employees are automatically enrolled into both coverages (currently through Reliance Standard).
  - Short Term Disability (STD): Benefit 60% of weekly earnings to a weekly maximum of \$1,000 (weekly minimum of \$10).
  - Long Term Disability (LTD): Benefit 60% of monthly earnings to a monthly maximum of \$5,000 (with a monthly minimum of \$100).