



ASSISTANT PROJECT MANAGER & FIELD SUPERVISOR – IN TRAINING

JOB DESCRIPTION

Paleo Solutions, Inc. (Paleo Solutions) is currently seeking an Assistant Project Manager and Field Supervisor in Training to be based in its Monrovia, CA (Los Angeles County) office to assume the responsibilities detailed in the section below. Paleo Solutions provides paleontological consulting services throughout the western United States. Although the position will be based in Monrovia, CA, a significant portion of the responsibilities of this position will be focused on supporting our projects in other states. The successful candidate will be trained to become an Assistant Project Manager and Field Supervisor.

RESPONSIBILITIES

- Depending upon the amount and types of experience the successful candidate has, the initial responsibility will be to become trained as a Field Paleontologist/Technician. This includes construction monitoring, surveying and data collection.
- Detailed and accurate field data collection (including ability to collect using tablet computers and Trimble GPS units) with an emphasis on stratigraphic documentation of project sites and fossil localities therein.
- Participation in and logistical planning for field projects from inception to completion wherever they are located. Will require several weeks away from home at a time as needed.
- Supervision and training of field crews, management and QA/QC of field data, and coordination with land management agencies and clients while in the field.
- Ability to identify a wide range of fossils to a basic taxonomic level, and a low taxonomic level depending upon specific technical expertise.
- Participation in and supervision of existing data analyses including museum and agency record searches, geologic map reviews, and literature-based research.
- Preparation and review of paleontological technical reports, CEQA/NEPA documents, impact mitigation plans, and annual permit reports.
- Assisting with cost proposals including budgets and scopes of work.
- Assisting with project management including client and agency coordination, project scheduling and logistics, coordination of support staff, and time and budget management.
- Implementation of resource impact mitigation measures using appropriate fossil specimen collection and data recovery techniques.
- Adherence to ethical business practices, professional standards, laws and regulations, and best practices in mitigation paleontology.

APPLICATION EVALUATION CRITERIA

- Possession of graduate level academic training (M.S. or Ph.D.) in paleontology and sedimentary geology or equivalent professional experience.¹
- Must have prior paleontological and geological field experience working in the Rocky Mountain states. Must have the experience necessary to be approved as a Field Agent on a BLM Paleontological Resource Use Permit.
- Demonstrated professional experience and competency with paleontological resource mitigation procedures and techniques.
- Working knowledge of how paleontological resources and their associated data are used in conducting and publishing professional paleontological research.

¹ Murphey et al. "A Foundation for Best Practices in Mitigation Paleontology," Proceedings of the Tenth Conference on Fossil Resources. Dakoterra, Volume 6:243-285.

- Knowledge of federal, state, and local laws and procedures that apply to all aspects of mitigation paleontology.
- Candidates must be motivated team members, possess exceptional written and verbal communication skills, and be ready to make a commitment to professional excellence.
- Fossil preparation and museum curation experience.
- Project management and supervisory experience.
- Ability to work independently and as an integral part of a team.

HOW TO APPLY

To apply, please email the following documents to info@paleosolutions.com

Incomplete applications will not be reviewed and will be automatically disqualified.

1. A cover letter that includes a narrative of your educational background and professional experience, a description of your paleontological expertise, and a description of your past experience in the environmental consulting industry (if any). Address the cover letter to Paul C. Murphey, Ph.D.
2. A current Curriculum Vitae.
3. One original writing sample (subject to verification).
4. Contact information for three references.

ABOUT PALEO SOLUTIONS, INC.

Paleo Solutions is a small, rapidly growing consulting firm specializing in paleontological and archaeological resource impact mitigation. We assist our private and public sector clients by meeting regulatory requirements, obtaining paleontological and archaeological clearances and environmental permits for their projects, and ensuring that scientifically important fossils and artifacts are preserved for educational and research purposes in natural history museums or other government approved curation facilities. Since 2004, we have been meeting the needs of our many clients in southern California, the Mojave Desert, and the Great Basin region. In 2014, we merged with a small Colorado-based firm and opened an office in the Denver area. In addition to the west coast, we now service clients throughout the Rocky Mountain west and adjacent Great Plains.

Our company philosophy is to reward hard work, develop and invest in the strength of our employees, and train those with dedication and professional potential to be as versatile and well rounded as possible. We offer a casual, lively, professional, and collaborative office workspace with fellow scientists and administrative staff.

Paleo Solutions, Inc. is an Equal Opportunity Employer.

