

About Us

At HDR, we specialize in engineering, architecture, environmental and construction services. While we are most well-known for adding beauty and structure to communities through high-performance buildings and smart infrastructure, we provide much more than that. We create an unshakable foundation for progress because our multidisciplinary teams also include scientists, economists, builders, analysts and artists. That's why we believe diversity is our greatest strength. HDR is proud to be an equal opportunity workplace and an affirmative action employer.

Watch our ['About Us'](#) video

We believe that the way we work can add meaning and value to the world. That ideas inspire positive change. That coloring outside the lines can illuminate fresh perspectives. And that small details yield important realizations. Above all, we believe that collaboration is the best way forward.

Primary Responsibilities

- Program Managers are responsible for managing multidisciplinary cultural resource offices.
- They oversee multiple project managers and project staff and manage over \$1M in annual projects.
- Program Managers direct cultural resources operations and marketing for their office but also work with HDR managers from across the country to develop solutions for client problems. In addition
- Program Managers must be able to manage the production of professional quality reports for NRHP and NEPA compliance.
- Program Managers must have excellent organizational skills, a positive attitude, strong work ethic, and willingness to learn and execute new tasks. Existing client, agency, and SHPO contacts are a plus.
- The Minneapolis Archaeology Program performs work throughout the Upper Midwest—primarily in Minnesota, North Dakota, and South Dakota, but also in Iowa, Nebraska, Wisconsin, and Illinois.
- Lead, manage, develop, and market an archaeology program in cooperation and coordination with HDR's Cultural Resources business class.
- Oversee the development, maintenance, and delivery of services to clients.
- Develop and apply processes and tools to assure cost-effective application of the services.
- Identify emerging technologies needed to be competitive in the future and works with staff to implement new systems.
- Work closely with marketing and regional staff to identify needs to meet market drivers and/or create new markets.
- Responsibility for maximizing the program's profitability.
- Ensure execution of business development activities including client service systems and relationships to achieve overall objectives.
- Responsible for strategic clients and projects, long-term systems, and resource allocation.
- Develop and implement the company's technology, standards, project delivery practices, facilities, equipment, tools, and associated training programs for the successful execution of all work in business line.
- Forecast annual fee and utilization goals and monitor the performance of the staff in achieving the defined goals.
- Understand the cultural resource business and how projects are sequenced.
- Must possess a broad understanding of all disciplines involved in projects, including client needs, cultural resource services, natural resource services, NEPA and other environmental services.

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Required Qualifications

- Master's degree in Archaeology, Anthropology, or a related field
- Registration: Professional Archaeologist
- Minimum of 10 years' experience managing cultural resource projects
- Experience providing cultural resources support during the planning and construction phases for long linear features such as pipelines, transmission lines, railroads, or other linear infrastructure, as well as experience working on DoD installations are preferred
- Excellent writing skills
- While not a large part of typical Program Managers work, candidates should be able to perform physically demanding tasks in adverse environmental conditions (e.g., rugged terrain, remote locations, hot and cold temperatures).
- Excellent marketing and business development skills in addition to contacts/relationships in the discipline.
- Previous experience managing staff, clients, contracts and hiring staff for an engineering consulting firm is desired. Successful candidate will work closely with our Cultural Resources Business Class Manager based in Englewood, Colorado and project managers in the Minneapolis office and in other HDR offices.
- Ability to acquire a security clearance
- Good relationship with SHPO

- Support of NEPA documents

PLEASE APPLY DIRECTLY TO THIS LINK:

<https://hdr.taleo.net/careersection/jobdetail.ftl?job=145097&lang=en#.WO-14rUISuM.link>

Why HDR

At HDR, we know work isn't only about who you work for; it's also about what you do and how you do it. Led by the strength of our values and a culture shaped by employee ownership, we network with each other, build on each other's contributions, and collaborate together to make great things possible. When you join HDR, we give you license to do the same. We help you take charge of your career, giving you multiple growth opportunities along the way.