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Archaeological Project Manager

Request NWR-02:DS0219

Company North Wind Resource Consulting

Location Phoenix, AZ

Job Type Full Time

Date 2/26/2019

Job Description

Acts as Project Manager (PM) on projects that may include Class I and III surveys, testing, data recovery excavations, and reporting. Responsibilities include but is not limited to the following:

- Manages project budgets and provides reports to regional manager and company president.
- Works with accountants to produce accurate monthly project invoices.
- Attends weekly PM meeting and biweekly business development meetings.
- Attends kick-off meeting with clients and agencies.
- Participate in marketing efforts and create new business.
- Manage multiple projects at one time.
- Organizes fieldwork mobilization/demobilization.
- Ensures that all data collected is accurate, organized and of high quality.
- Oversees accurate identification of historic and prehistoric sites, features, and artifacts.
- Mentors junior personnel, including reviews of deliverables.
- Ensures projects follow agencies' stipulations and guidelines.
- Ensures that projects are completed on schedule and within budget.
- Works well with project members and maintains a high level of communication.
- Produces high quality reports and other deliverables to agency and SHPO/THPO standards.
- Reports project status to Program Director and other PMs on a weekly basis.

Qualifications

Required Skills:

Position may at times require extensive physical exertion, such as walking up to 10 hours a day at speeds of at least 3 mph over steep, uneven, heavily wooded, hostile terrain in outdoor heat /cold stress conditions and weather elements such as wind, snow or rain. Ability to carry up to 50 lbs. of equipment; ability to lift a minimum of 80 lbs.; ability to dig and excavate at least 1 cu meter per day; potential contact with poisonous plants, insects and animals. Individual must be able to conduct these tasks while wearing the appropriate personal protective equipment. This work may be performed in remote locations and require camping.

Desired Skills:

Applicant should have five years of field experience in Arizona and the Southwest. Applicant will have been previously listed on federal and state permits and can demonstrate a strong understanding of Section 106 and 110 of the National Historic Preservation Act. The ideal applicant will be a team player that has participated in

numerous large scale surveys, testing and excavation projects. Applicants should have experience working on Federal and transmission line projects. Candidates should be able to demonstrate a high level of organization and effectively communicate ideas and processes.

Project Manager: Master's degree in Archaeology or related field and 5 years relevant experience, or Ph.D. An ideal candidate will be permitted for work on state, BLM, and forest lands in Arizona, Utah, or New Mexico. Applicant will hold or be listed on AAA permit as a Field Director or PI. The work will require travel.

Special Skills, Training or Certifications Required:

RPA, First Aid and CPR

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The nature of those accommodations will be determined on a case-by-case basis. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process, or are limited in the ability or unable to access or use this online application process and need an alternative method for applying, you may contact our Helpline +1.208.528.8714 or e-mail hr@northwindgrp.com for assistance.

North Wind Group is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data, religion or other legally protected status. All qualified applicants will receive consideration for employment without regard to their protected veteran status and will not be discriminated against on the basis of disability.

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