

# SUMMIT WEST

ENVIRONMENTAL CONSULTING

PO Box 1499, Bend OR 97709

## Wildlife Biologist Job Description

<b>About SummitWest</b>	<p>SummitWest is proud to be home to an energetic team of environmental specialists dedicated to wildlife, ecology, and natural resource management. We invest deeply in our team's career development, empowering staff to create systems, find solutions and flourish as professionals. At SummitWest, we provide the comprehensive environmental consulting services needed to preserve, restore, and develop our landscapes and natural resources</p>
<b>Why Work with Us?</b>	<p>Come join our fun, growing team and help us reach our mission of making the world a better place!</p> <p>As your employer, we are not only going to help you reach your career-goals, but we will also make sure you are attaining a healthy balance with your work. As an employee-driven company, we uplift our staff through:</p> <ul style="list-style-type: none"><li>• In-depth mentorship programs and training opportunities</li><li>• Support from full-time schedulers, project coordinators, &amp; POC</li><li>• 401k Match &amp; Health Benefits and flexible schedules</li><li>• Career growth opportunities</li></ul> <p>We believe in Diversity, Equity, and Inclusion. Our hiring process and management style are based on these principles.</p>
<b>About the Role</b>	<p>SummitWest Environmental is seeking an organized, motivated, and flexible Wildlife Biologist to support natural resource projects mainly in California but also in Oregon and Washington. The Wildlife Biologist will conduct botanical, wildlife, or wetland field surveys in a variety of terrains and weather conditions. They will utilize an array of data collection techniques, including ESRI software applications, QC data, and assist with data entry and report writing. The wildlife biologist may assist with correspondence and coordination with other SummitWest staff, clients, and construction. The Wildlife Biologist will work under the guidance of Project Managers, Environmental Coordinators, and Environmental Schedulers. Wildlife Biologists are assigned a variety of duties including but not limited to:</p> <ul style="list-style-type: none"><li>• Construction Monitoring</li><li>• Pre-Construction Surveys</li><li>• Presence/Absence Surveys</li><li>• Endangered Species Surveys</li><li>• Biological Desktop Support</li><li>• Proposal Writing</li></ul>
<b>Levels</b>	<p>SummitWest is seeking Wildlife Biologists at three experience levels:</p>

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	<p><b>Staff Wildlife Biologist</b></p> <p>A Staff Wildlife Biologist Position requires some relevant field experience and is a perfect entry level option for early-career biologists looking to expand their skill set!</p> <p><b>Wildlife Biologist</b></p> <p>The Wildlife Biologist position requires previous professional experience in wildlife, botanical, or wetlands surveys or permitting. Wildlife Biologists will be scheduled to survey specialized animal and plant species, and will serve as a source of knowledge to junior staff.</p> <p><b>Senior Wildlife Biologist</b></p> <p>The Senior Wildlife Biologist is a subject matter expert with many years of experience in specific species or areas of permitting or wetland mapping. The expertise of Senior Wildlife Biologists will guide in proposal submissions, budgeting, and project planning and management. This position trains and mentors junior staff.</p>
<b>Responsibilities</b>	<p><b>All Wildlife Biologists</b></p> <ul style="list-style-type: none"><li>• Biological survey fieldwork for wildlife and botanical resources and habitat including endangered species, conducted alone or as part of a team. Work will be in coastal, inland, and desert environments, and can include hiking over rugged terrain and long distances, and driving into remote areas, on and off road</li><li>• Environmental compliance monitoring, including coordinating with Project Managers, engineers, and construction contractors; conducting worker environmental awareness programs, working on-site with construction crews and performing post-construction analysis</li><li>• Utilize electronic data collection methods and manage data, including writing daily technical reports, preparation of technical studies and full reports</li><li>• Working remotely, being self-sufficient, trustworthy, and upholding SummitWest standards including conducting work in a safe manner pursuant to the Company's Safety Policy, promptly and accurately billing time to assigned work projects, and complying with all Company and client policies, specifically including but not limited to, the SummitWest Employee Handbook, Policy Against Harassment, and SummitWest's commitment to diversity and equality</li><li>• Safely operate all Company Vehicles or personal vehicles used for Company purposes in a safe manner and pursuant to the Company's Driving Policy</li></ul> <p><b>Wildlife Biologists &amp; Senior Wildlife Biologists</b></p> <ul style="list-style-type: none"><li>• Assist in the oversight of SummitWest projects and assignments</li><li>• QC field data thoroughly in a timely manner</li><li>• Mentor and train junior SummitWest staff</li></ul> <p><b>Senior Wildlife Biologists</b></p> <ul style="list-style-type: none"><li>• Subject matter expert consultation and guidance</li></ul>

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	<ul style="list-style-type: none"><li>• Conduct protocol-level wildlife and botanical field surveys requiring the holding of Recovery permits</li><li>• Perform desktop reviews, create permitting documents (if applicable), and assist with GIS mapping</li><li>• Assist with or lead marketing, proposals, bid documents, budget estimates, and attend bid interviews and client meetings</li></ul>
<b>SummitWest Culture</b>	<p>The Wildlife Biologist should understand SummitWest’s company culture and lead-by-example, promoting SummitWest’s policy of Diversity, Equity, and Inclusion, and encouraging the “SummitWest 5 Behaviors”.</p> <ol style="list-style-type: none"><li>1. Be accountable</li><li>2. Be proactive</li><li>3. Be helpful</li><li>4. Be solutions-oriented</li><li>5. Communicate</li></ol> <p>The Wildlife Biologist’s attitude and personality are integral to the function of the SummitWest team, and the role will be met with professionalism, punctuality, and enthusiasm. The Wildlife Biologist will be a pro-active, self-directed team player who uplifts others through support and who thrives in a dynamic and challenging work environment.</p>
<b>Qualifications / Job Requirements</b>	<p><b>All Wildlife Biologists</b></p> <ul style="list-style-type: none"><li>• Bachelor’s Degree or higher in biology, ecology, environmental studies or related field, OR a minimum of 3 years of biological field experience (preferably in environmental consulting)</li><li>• 3 months+ of experience in biological field work and/or environmental consulting (with BS)</li><li>• Technologically proficient with handheld electronic devices and proficient in computer software including Excel, MS word, Google Sheets.</li><li>• Solid time management and follow-through skills, with the ability to simultaneously work on and manage multiple tasks/projects with tight deadlines</li><li>• Self-motivated; strong initiative, and ability to work remotely with only remote supervision for months at a time</li><li>• Must carry valid vehicle insurance for personal vehicles used for Company purposes, or be insurable under Company’s liability insurance policy for use of Company Vehicles</li><li>• Must be authorized to work in the U.S. without company sponsorship.</li><li>• Must obtain clearance through SummitWest background check (upon employment)</li><li>• Must adhere to and support SummitWest’s commitment to diversity and equality</li></ul> <p><b>Wildlife Biologists &amp; Senior Wildlife Biologists</b></p> <ul style="list-style-type: none"><li>• 2+ years of experience in biological field work and/or environmental consulting (in addition to minimum qualifications listed for all Wildlife</li></ul>

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	<p>Biologists above) <i>including</i> work with endangered species or in endangered species habitats.</p> <ul style="list-style-type: none"><li>• 2+ years of compliance monitoring experience (can be coincident with the above years of experience in biological surveys)</li><li>• Possess a minimum of one endangered species permit OR have documented records showing that such a permit is in progress (from USFWS, CDFW, or similar)</li></ul> <p><b>Senior Wildlife Biologists</b></p> <ul style="list-style-type: none"><li>• In addition to the minimum qualifications listed above, must have either a PhD, MSc, or a cumulative 10+ years+ of experience in biological field work and/or environmental consulting (only 4+ years required in addition to the PhD; 8+ years in addition to the MSc).</li><li>• 4+ years of compliance monitoring experience</li><li>• 7+ years working with endangered species or in endangered species habitats</li><li>• Must holds at least two endangered species permit from USFWS, or six from CDFW, or similar</li></ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"><li>• Must be able to work in rugged terrains and under variable weather conditions including work in coastal, inland, and desert environments. Must be comfortable working both alone and in groups.</li><li>• Willingness to travel and work in a variety of field conditions for multiple weeks at a time; while these are likely to include hotel lodging, overnight travel for work in more primitive conditions may sometimes be required.</li><li>• Must be accepting of the fact that you may encounter a variety of Safety risks as part of the job including dangerous wildlife (e.g. bees, rattlesnakes, scorpions, mountain lions, bears), hostile public, dangerous driving conditions, construction site hazards, and extreme weather conditions (heat, cold, rain, wind, or snow)</li></ul>
<b>How to Apply</b>	<p>Applicants should submit a resume and brief cover letter detailing their interest, qualifications, three references including at least one direct supervisor, and any special considerations or compensation expectations. All submissions should go to: <a href="mailto:recruitment@summitwestenv.com">recruitment@summitwestenv.com</a>.</p>
<b>Compensation</b>	<p>Hourly rates are dependent on skills and experience.</p> <ul style="list-style-type: none"><li>• Staff Wildlife Biologist: \$22-\$28 per hour</li><li>• Wildlife Biologist: \$23-\$45 per hour</li><li>• Senior Wildlife Biologist: \$38+ per hour</li></ul>
<b>Benefits</b>	<ul style="list-style-type: none"><li>• May become eligible for 401(k) with matching contribution*</li><li>• May become eligible for Health Insurance (Medical, Dental, and Vision)*</li><li>• Flexible Schedules</li><li>• Paid training opportunities and long-term mentorship</li><li>• Opportunities for remote and biological desktop work</li></ul>

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	<ul style="list-style-type: none"><li>• Career development and promotion opportunities</li></ul> <p><i>*Eligibility is dependent on duration of work and workload (hours per week)</i></p>
<b>Location</b>	Work primarily in California and Oregon with work possible in Washington, Arizona, and New Mexico
<b>Terms</b>	Part-time, Non-Exempt (hours are flexible and can range anywhere up to 40+ hours per week depending on employee preference and client need). Full time positions are available with exceptional performance and contribution to SummitWest.

I hereby acknowledge I have read and understand the above Job Description. This Job Description is representative of the duties and qualifications of this position. I understand that the Company reserves the right to change, add or remove duties and responsibilities for this position from time to time and any such modifications may be made at the Company's sole discretion. I acknowledge that I can perform the essential functions of this position with or without accommodation. I further agree that if I am not able to perform the essential functions of this position, or require an accommodation to perform the essential functions of this position, I will notify the Company immediately.

*I understand that my receipt and signing of acknowledging receipt of this Job Description does not imply nor create a promise or contract of employment of any kind, and that my employment is at-will meaning I can terminate my employment with the Company at any time, with or without notice and for any reason, and the Company also has the same right to terminate my employment at any time, with or without notice and for any reason, with or without cause.*

**Employee Name**

**Employee Signature**

**Date**

**Manager Name**

**Manager Signature**

**Date**