

SUMMIT WEST ^o

ENVIRONMENTAL CONSULTING

PO Box 1499, Bend OR 97709

Senior Archaeologist/Project Manager

Job Description

About SummitWest	<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>
Why Work with Us?	<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">• In-depth mentorship programs and training opportunities• Support from full-time schedulers, project coordinators, & POC• 401k Match & Health Benefits and flexible schedules• Career growth opportunities <p>We believe in Diversity, Equity, and Inclusion. Our hiring process and management style are based on these principles.</p>
About the Role	<p>SummitWest is seeking an organized and dedicated Senior Project Manager (PM) to serve as the technical lead and subject matter expert for SummitWest's Cultural Resources Program in California and the Pacific/Southwestern US. This position will directly support and be the point of contact for SummitWest's clients, governing agencies as well as supervising cultural staff. The Senior Archaeological PM will be a core member of the Cultural Resources Program, who interacts with other SummitWest project managers, directors, and leadership and works as part of an interdisciplinary environmental team. The Senior PM will provide mentorship and training to Junior Cultural Resource Staff, both in the field and in the office.</p> <p>The Senior PM will manage all aspects of a project life cycle including project development, budgeting, timelines, implementation, contact with clients and coordination with stakeholders and partners, completion of deliverables, and project closeout. This role is multi-faceted and involves performing numerous duties simultaneously, working in an office environment, meeting multiple strict deadlines and collaborating with others.</p> <p>Candidates will contribute to growth of the Cultural Resources Department through strategic involvement in developing systems, forwarding client</p>

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	<p>relationships, attracting and gaining new clients through proposals and other marketing and networking efforts.</p>
Responsibilities	<ul style="list-style-type: none">• Senior position as cultural resources expert managing, staffing, fieldwork, research, data collection and compilation, technical report writing (as senior author or reviewer), state and federal archaeological permitting, GIS mapping, and Quality Assurance/ Quality Control (QA/QC) review• Developing, implementing, and managing large and small-scale projects varying in survey effort, necessity for monitoring, timelines, agencies and partners involved, and permit conditions.<ul style="list-style-type: none">• PM Duties include proposal writing, team building, budget development and tracking, invoicing, stakeholder coordination, agency coordination and permitting, field efforts and scheduling, writing and/or oversight of all progress and final reports, client communication, and project close-out.,•••• Fostering and developing client and agency relationships• Acting as a mentor to and aiding in the career development of Junior staff•• Supervises, mentors, and provides guidance to archaeological staff in the field, office, and laboratory, as needed.• Performing project management duties such as forecasting, tracking, accounting updates, invoicing, progress reports, and scheduling.• Develops budgets for program of work, cost estimates for specific projects• Writes proposals and leads Business Development efforts for cultural resources in the region• Reviewing contracts for understanding of scope, fee, schedule, and deliverables, and all other contractual obligations• Developing work breakdown structure for control and integrity of work to be performed as and defined by the contract• Monitoring and analyzing project costs, commitments, accruals, and changes, and taking corrective action where necessary• Liaising and developing positive relationships with clients and other stakeholders• Knowledge of state and federal environmental regulatory framework, including the National Environmental Policy Act (NEPA), National Historic Preservation Act, and the California Environmental Quality Act (CEQA).• Organizing data in an efficient and clear manner.• Handling multiple tasks and communicating priorities to team

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	<ul style="list-style-type: none">• Operating as primary point of contact for clients and resource agencies on projects, as needed• Performing client management duties such as recurring status meetings, milestone check ins, and day-to-day interfacing• Working independently and as part of a team• Flexibility and willingness to support multiple projects; including as-needed travel and field work• Innovation and problem solving• Supporting career development of individuals in the practice• Successfully preparing competitive proposals• Participating in interviews with large or small teams for a variety of clients• Contributing to growth of practice through business development
SummitWest Culture	<p>The Accounting Support and Bookkeeper 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">1. Be accountable2. Be proactive3. Be helpful4. Be solutions-oriented5. Communicate <p>We expect this role to be met with professionalism, punctuality, and enthusiasm. The candidate 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>
Qualifications / Job Requirements	<p><u>Minimum Qualifications:</u></p> <ul style="list-style-type: none">• BA/BS in Anthropology, Archaeology, History, or a closely related field + 6 years of relevant experience or demonstrated equivalency of experience and/or education.• A minimum of five (5) years of experience in a supervisory capacity in the field or in the office with large crews and/or multiple crews on a variety of project types and sizes, regions, and agencies.• Experience working with interdisciplinary team of subject matter experts and planners• Meets the Secretary of Interior's Professional Qualifications Standards in Archaeology and/or architectural history.• Relevant field experience in the California and/or Western US, including Hawaii.• Knowledge of the prehistory, history, archaeology, and ethnography of the Pacific Region• Expertise in identification of Pacific Region archaeological and historical resources and experience conducting pedestrian survey,

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archeological monitoring, and archaeological testing in the Pacific/Southwestern US Regions

- Experience with implementing Sections 106 and 110 of the National Historic Preservation Act.
- Knowledge of architectural resources specific to Department of Defense installations and demonstrated experience working with, and in particular the U.S. Navy, and U.S. Army Corps of Engineers is highly desirable
- Registered Professional Archaeologist and/or Architectural Historian
- Qualified for obtaining a permit to conduct Archaeological Activities in the State of Hawai'i, California, and other SW US states
- Strong knowledge and experience with NHPA, NEPA, CEQA, and the State of Hawaii (HEPA) cultural requirements
- Experience leading tribal consultation and familiarity with tribal representatives for southern California.
- Demonstrated experience serving as a consultant in an advisory capacity to clients
- Experience with career development of junior and mid-level archaeologists.
- Direct experience working with budgets and timelines
- Ability to function effectively in a fast-paced team environment but also to work independently
- Proven ability to senior author cultural resource management reports
- Strong organizational and communication skills
- Demonstration of excellent technical writing skills, as well as verbal and written communication skills.
- Excellent problem-solving skills, particularly in complex CRM projects
- Proven track-record of participating in business development efforts
- Project management experience, including a proven ability to be on time and on budget
- Strongly proficient in computer software including Excel, MS word, Google Sheets, as well as Adobe Acrobat. Working knowledge of GIS
- Solid time management and follow-through skills, with the ability to simultaneously work on and manage multiple tasks/projects with tight deadlines.
- Self-motivated; strong initiative
- Must carry valid vehicle insurance and be able to commute to/from the work location
- Must be willing to travel and conduct fieldwork throughout the Southwest.
- Must be authorized to work in the U.S. without company sponsorship.
- Must obtain clearance through SummitWest background check (upon employment).
- Must show commitment to SummitWest's equity and diversity promise

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	<p><u>Preferred Qualifications:</u></p> <ul style="list-style-type: none">• Master's Degree or PhD in Anthropology, Archaeology, History, or a closely related field preferred. Master's or doctorate degree in anthropology, archaeology, or architectural history• 10 years of experience in historic and/or prehistoric archaeology and cultural resources management. 10 plus years of experience in cultural resources management• Advanced knowledge in one or more specialty scientific areas (e.g., lithic or faunal analysis; osteology; historical archaeology)
Working Conditions	<ul style="list-style-type: none">• Must be able to be on the phone/communicate with staff throughout the day• Must be able to work remotely or in a collaborative environment and report to the office• Willingness to travel for work as-needed
How to Apply	<p>Interested applicants should submit a resume and brief cover letter detailing your interest, qualifications, three references including at least one direct supervisor, and any special considerations or compensation expectations. All submissions should go to recruitment@summitwestenv.com.</p>
Compensation	<p>Salary is \$70,000 - \$129,000, based on individual education, qualifications, experience, and work location</p>
Benefits	<ul style="list-style-type: none">• 401(k) with Matching Contribution• Health Insurance (Medical, Dental, and Vision)• Flexible Schedules• Opportunities for Remote and Office Work• Career Development and Promotion Opportunities
Location	<p>Bend, Oregon or Remote, Western USA</p>
Terms	<p>Full-time, Salary, Exempt</p>

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,

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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