

JOB DESCRIPTION

MISSION & VISION

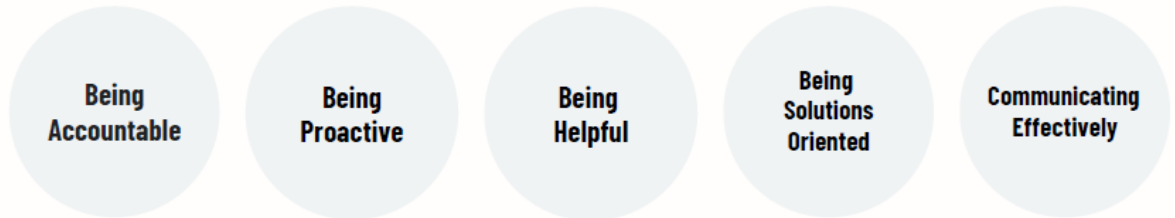
SummitWest's mission is to provide exemplary environmental services while exploring emerging fields that positively impact our planet. We are committed to empowering our team and take pride in our seamless client partnerships. Our Vision is to become established as a dynamic leader in the environmental services industry while maintaining our scientific and moral integrity.

ABOUT US

SummitWest is an integrative team of specialists offering the comprehensive environmental consulting services needed to preserve, restore, and develop our landscapes and natural resources. We actively invest in our staff and are proud to be home to an energetic team of diverse talent - empowered to create systems, find solutions, and flourish as professionals.

OUR VALUES

The Environmental Project Manager (EPM) should model the "SummitWest 5 Values".



DIVERSITY, EQUITY, AND INCLUSION

We believe in fostering a culture of belonging that allows applicants and employees a safe place to authentically express themselves and encourages building long-lasting, meaningful relationships. We embrace our team's differences, understanding that our differing collective experiences and opinions increase our effectiveness as a whole. We believe in this effectiveness, our company culture will flourish.

SummitWest is proud to support women in STEM by empowering women to take their careers in their own hands, offering mentorship and training, and growth opportunities. SummitWest utilizes a wage calculator to ensure all staff are evaluated equally based on skills, qualifications, and education. We strive to close pay gaps and provide pay transparency for all staff.

EEO STATEMENT

We believe in hiring employees based on their qualifications and skills. We do not discriminate against any protected class including, but not limited to, race, color, ancestry, national origin, religion, creed, age, disability (mental or physical), sex, gender, sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military or veteran status.

ROLE DESCRIPTION

The ideal candidate will take a high-level, operational view of SummitWest's San Diego, CA work contracts and future opportunities, ensuring high quality systems, teams, and incentives align to increase profits and achieve long-term goals for both SummitWest and our clients. Simultaneously, the EPM must be an experienced field biologist skilled in construction compliance monitoring and natural resource surveys. They must be capable of leading teams, or taking high responsibility field roles such as acting as a Lead Environmental Inspector (LEI) or producing Pre-activity Survey Reports (PSRs).

The successful EPM will utilize their existing and expanding client base within the San Diego region to increase SummitWest's presence within San Diego County. The EPM will actively grow the regional program by engaging with clients to build and maintain the client base, exceed client expectations, and ensure clients understand and utilize the full breadth of our skills and talents.

The successful EPM will be able to identify environmental compliance regulations and appropriate mitigation measures. They will stay up to date on current CEQA/NEPA guidelines, and environmental challenges within San Diego County and throughout California.



JOB DESCRIPTION

The EPM will provide exceptional technical writing and analysis on a variety of projects and environmental documents. They will provide QA/QC of technical reports provided by junior staff. They will have extensive experience writing proposals and creating project budgets and schedules. They will have experience guiding the general public, stakeholders and decision makers.

The EPM will provide daily oversight and enthusiastically mentor the San Diego staff. They will manage SummitWest's medium and large projects, including SDG&E. The EPM will be fluent with the nuances of working within SDG&E and local and state regulatory agency guidelines.

The successful EPM will be fluent with sensitive natural resources in California including wildlife species.

DUTIES

- Provide guidance to SummitWest leadership to assist in hiring and pursuit of clients and projects in the SD area. The EPM will provide clear performance guidance to staff and be swift with corrections and constructive criticism when necessary, tracking staff behavior and ability to meet deadlines and documenting other job performance metrics.
 - Perform field duties including biological surveys for sensitive status species and resources and construction compliance monitoring.
 - Engage with SummitWest management staff, and through immersion and familiarity will lead, guide, and improve work functions and systems. The job will involve providing managerial support to the Environmental Schedulers, Coordinators, Project Managers and all other positions under this job umbrella.
 - Lead Business Development efforts for the San Diego region, including proposal preparation, scopes, budgets, and timelines.
 - Will manage all aspects of a San Diego and surrounding region's client contracts or project lifecycle including meeting with the client to determine project scope and deliverables, preparing and submitting proposals and project budgets, developing project operations and management guidelines, building field teams and hosting pre-project onboarding meetings, overseeing implementation and managing workflow, guaranteeing timely preparation and submission of deliverables, and monitoring all accessory project-related tasks including adherence to budget. The EPM will have the support of the SummitWest administrative and Utility teams in achieving these aims and can delegate and manage tasks as needed.
 - Ensure Coordinators and Schedulers are upholding and adhering to each Utility Client's unique billing and invoice system, including travel requests, due dates for invoices, safety reports and other as-needed deliverables such as staffing tables and schedule availability requests
 - Maintain open and continual communication with the CEO / COO as regards major issues, safety concerns, personnel concerns, changes to systems to create greater efficiencies, etc.
 - Effectively communicate with a variety of internal and external contacts including team members, clients, agencies, stakeholders, decision makers, and the general public.
-

QUALIFICATIONS

- Bachelor's degree in a biological or natural resource program plus six additional years of experience managing biological field projects and personnel or, Masters degree in a relevant program including five years of biological field and management experience or, PhD in a relevant program including four years of biological field and management experience.
 - Active USFWS or CDFW permit holders are preferred (e.g. Quino checkerspot butterfly, arroyo toad, California gnatcatcher)
 - Environmental permitting, regulatory compliance, and/or wetland delineation experience preferred
 - Must have extensive project management experience including background managing and coordinating environmental stakeholder concerns.
 - Must have proven experience managing and leading teams.
 - Experience developing, tracking, and managing large and long-term project budgets; developing project scopes of work, and tracking project deliverables through completion and closeout.
 - Excellent written and verbal communication skills with the ability to compose, compile, and edit a range of professional documents.
-



JOB DESCRIPTION

- Technologically proficient with handheld electronic devices and proficient in computer software including Excel, MS word, Google Sheets.
- Strong time-management and follow-through skills with the ability to simultaneously work on and manage multiple tasks and projects with tight deadlines.
- Must be self-motivated with strong initiative and ability to work remotely with limited supervision.
- Must have a valid driver's license.
- Must obtain clearance through SummitWest background check (upon employment).
- Must be authorized to work in the U.S. without company sponsorship.
- Must adhere to and support SummitWest's commitment to diversity, equality and inclusion

EXPECTATIONS

- Must be available by phone on your working days, during working hours, and occasionally on nights and/or weekends
- Must be professional, punctual, and enthusiastic
- Must be pro-active and self-directed
- Must be a team player who uplifts and supports other team members
- Must be able to adapt in a dynamic and challenging work environment
- Must be able to perform your work and meet deliverables during working hours
- Must submit all deliverables, reports, or requested changes within specified deadlines
- Must be able to meet the physical demands required of office/field work, with reasonable accommodations
- Must be able to communicate in a clear and concise manner

WORKING CONDITIONS

- Work at a desk or on a computer for up to eight (8) hours per day.
- Must be able to complete field 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.
- Willingness to travel and work in a variety of field conditions; overnight stays required
- 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. ticks, bees, rattlesnakes, scorpions, mountain lions, bears), hostile public, dangerous driving conditions, construction site hazards, and extreme weather conditions (heat, cold, rain, wind, sleet or snow).

LOCATION

San Diego, CA

SALARY

\$85,000 - \$125,000, dependent on skills and experience.

STATUS

Full-Time/Exempt

BENEFITS

- Health Insurance (Medical, Dental, and Vision)
- 401(k) with matching contribution
- Paid vacation
- Cell phone stipend
- Educational stipend
- Paid training opportunities
- Employee incentives and Employee Referral Program

WHY WORK WITH US?

As your employer, we'll help you reach your career-goals, but we will also make sure you are attaining a healthy work-life-balance. As an employee-driven company, we uplift our staff through:

- Mentorship and training opportunities
- Flexible schedules
- Career development and promotion opportunities



JOB DESCRIPTION

- Opportunities for remote and biological desktop work
- Proposal training and writing opportunities
- Regular performance reviews
- Employee engagement opportunities
- Friendly, supportive, and collaborative team
- Supervisor open door policy

TO APPLY

Interested applicants should submit a resume and brief cover letter detailing your interest, qualifications, three references, and any special considerations or compensation expectations. All submissions should go to recruitment@summitwestenv.com.

Resumes received without a cover letter or references will not be considered.

I hereby acknowledge I have read, understand, and can perform the duties as described in 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 reasonable accommodation. I further agree that if I am not able to perform the essential functions of this position, or require a reasonable 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

