

### ABOUT US

At SummitWest, we put people first. We are a place people want to work: caring, fun, and safety-oriented. Our success resides in our strong leadership, accountability, and transparency, which we extend to clients and team members alike.

We are a team of environmental consulting specialists offering natural resource management services, such as wildlife and botanical surveys, construction monitoring, desktop analysis, climate change studies, GIS mapping, regulatory expertise, project management, permitting and urban planning. With 100 employees, we punch above our weight in depth of knowledge and diversity of projects across the western USA.

### MISSION & VISION

SummitWest's mission is to pioneer strategies for the environment. Our Vision is to become established as a dynamic leader in the environmental services industry.

### OUR VALUES

This position should model the "SummitWest 5 Values":



### 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
- 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

### 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.

### ROLE DESCRIPTION

The ideal candidate will be organized, motivated, flexible, and able to support natural resource projects throughout California, and/or occasionally in Arizona, Nevada, New Mexico, Oregon, Washington and beyond. The Staff 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 Staff Wildlife Biologist may assist with correspondence and coordination with other SummitWest employees, clients, and construction. The Staff Wildlife Biologist will work under the guidance of Project



## JOB DESCRIPTION

Managers, Environmental Coordinators, and Environmental Schedulers. 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!

Staff Wildlife Biologists are assigned a variety of duties including but not limited to:

- Construction Monitoring
- Pre-Construction Monitoring
- Presence/Absence Surveys
- Endangered Species Surveys
- Biological Desktop Support
- Assistant Project Management

## DUTIES

- Biological survey fieldwork for wildlife and botanical resources and habitat including endangered species, conducted alone or as part of a team.
- 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.
- Utilize electronic data collection methods and manage data, including writing daily technical reports, preparation of technical studies and full reports.
- Working remotely, being self-sufficient, trustworthy, and upholding company standards 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 Employee Handbook, Policy Against Harassment, and SummitWest's commitment to diversity and equality.
- Safely operate all Company Vehicles or personal vehicles used for Company purposes in a safe manner and pursuant to the Company's Driving Policy.

## QUALIFICATIONS

- 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)
- 6 months+ of experience in biological field work and/or environmental consulting (with BS)
- Technologically proficient with handheld electronic devices and proficient in computer software including Excel, MS word, Google Sheets
- 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, and ability to work remotely with only remote supervision for months at a time
- 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
- Must be authorized to work in the U.S. without company sponsorship
- Must obtain clearance through SummitWest background check (upon employment)
- Must adhere to and support SummitWest's commitment to diversity, equality and inclusion
- 4x4 driving experience preferred

## EXPECTATIONS

- Must be available to work a minimum of 20 hours per week
- Must provide availability in scheduling software and communicate any changes in availability in a timely manner
- Must check your email every day
- Must be available by phone on your working days, during working hours
- Must be professional, punctual, and enthusiastic
- Must be proactive 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 field work, with reasonable accommodations



# STAFF WILDLIFE BIOLOGIST

## JOB DESCRIPTION

- Must be able to communicate in a clear and concise manner

## WORKING CONDITIONS

- Work will be in coastal, inland, and desert environments, and can include hiking over rugged terrain and long distances, inclement weather, and driving into remote areas, on and off road.
- Willingness to travel long distances 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.
- 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

Various locations throughout California, including but not limited to Bakersfield, Fresno, Kernville, Lancaster, Victorville, and Visalia.

Occasionally, work locations may include Arizona, Nevada, New Mexico, Oregon, Washington, and beyond.

## SALARY

\$22 - \$28 per hour, dependent on skills and experience.

## STATUS

On-call/Non-Exempt. Hours are flexible and can range anywhere up to 40+ hours per week depending on season, employee preference and availability, location, and client needs.

Full-time positions may become available with exceptional performance, contribution, and commitment to SummitWest.

## BENEFITS

May become eligible for Health Insurance (Medical, Dental, and Vision)\*

May become eligible for 401(k) with matching contribution\*

May be eligible for cell phone stipend

May become eligible for educational stipend

Paid training opportunities

Employee incentives and Employee Referral Program

\*Eligibility is dependent on duration of work and workload (hours per week)

## 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](mailto:recruitment@summitwestenv.com).

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

## 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.



# STAFF WILDLIFE BIOLOGIST

## JOB DESCRIPTION

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*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.*

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Employee Name

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Employee Signature

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Date

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Manager Name

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Manager Signature

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Date



# WHY YOU SHOULD

## COME TO WORK FOR US!

- Health Benefits Eligibility
- 401k Eligibility
- Educational Training Stipend Eligibility
- Training Opportunities
- Employee Incentives
- Employee Referral Program
- Career Development and Promotion Opportunities
- Mentorship Program
- Regular Performance Reviews
- Employee Engagement Opportunities
- Friendly, Supportive, and Collaborative Team
- Supervisor Open Door Policy
- Remote and Biological Desktop Work Opportunities
- Exposure to Numerous Special Status Species
- Field Work Across the State
- Flexible Schedules

## WHAT TO EXPECT

- Long field days
- Hot, sweaty hiking over difficult terrain
- Potential exposure to extreme elements including heat, cold, rain, wind, sleet or snow)
- Potential exposure to dangerous wildlife such as ticks, bees, dogs, snakes, bears and mountain lions
- Potential hostile public
- Construction site hazards
- Long distance travel to job sites
- Overnight travel
- On and off road terrain
- Working in coastal, inland, and desert environments

## WHAT WE EXPECT

- Minimum of 20 hrs/week of availability
- Ability to communicate in a clear and concise manner
- Availability by phone on working days, during working hours
- Professional, punctual, and enthusiastic attitude
- Check emails daily
- Team player, who supports and uplifts staff
- Read Job Packets and prepare before deployment
- Adaptable in a dynamic and challenging work environment
- Ability to meet deadlines for work, deliverables, reports, or updates
- Ability to meet the physical demands required of field work, with or without accommodations
- Employees invest in their career by taking advantage of the unpaid shadowing opportunities that are unique to SummitWest