

JOB DESCRIPTION

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 65 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

ROLE DESCRIPTION

The ideal candidate will be organized, motivated, flexible, and able to support a variety of projects throughout California with the majority of work in Southern and Central California. The Wetland Delineator/Permitting Specialist will conduct delineations of jurisdictional waters including wetlands, other waters, and CDFW streambeds in a variety of terrains and weather conditions. They will have requisite training and experience in jurisdictional waters delineations, stream assessments, and riparian management as described below. They will utilize an array of data collection techniques, including ESRI software applications, QC data, and assist with field data management and report writing. The ideal candidate will be able to communicate, correspond and coordinate with SummitWest employees, field teams, clients, contractors, and the general public in a professional manner. They will be skilled at collecting and submitting field data and client deliverables.

The Wetland Delineator/Permitting Specialist are assigned a variety of duties including but not limited to:

- Conducting Wetland Delineations in accordance with the Army Corps of Engineers Wetland Delineation manual and respective Regional Supplement.



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- Conducting Delineation of Other Waters including Ordinary High Water Mark delineations in the Arid West
 - Support and/or Prepare Jurisdictional Delineation Reports
 - Support and/or Prepare Regulatory Permit Applications
 - Construction Monitoring of Aquatic Resources
 - Pre-Construction Avoidance Measures Monitoring for Aquatic Resources
 - Assistant Project Management
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DUTIES

- Lead field efforts for jurisdictional waters delineations including wetlands, OHWM delineations, CDFW streambeds and associated riparian habitat.
- Prepare or lead jurisdictional waters reporting meeting agency requirements.
- Evaluate projects with respect to relevant biological laws and regulations for determining impacts to wetlands, other waters, riparian areas, and other biological resources;
- Conduct preliminary project scoping, and evaluate SummitWest's plans and documents for jurisdictional impacts and permit issues.
- Prepare and provide technical review of jurisdiction delineation reports and regulatory permit applications, including Clean Water Act (CWA) 404/401, CDFW Section 1600/1602, and Lake and Streambed Alteration Agreement (LSAA).
- Analyze and engage in the workflow to determine processes for improvements.
- Collect and 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.
- Assist in the oversight of SummitWest projects or assignments.
- Maintain organized project files, inclusive of all field photos, field notes with copies saved in digital format, and mapping files.
- QC field data thoroughly in a timely manner.
- Mentor and train junior SummitWest staff.

This description is not a comprehensive listing of activities, duties or responsibilities that may be required of the employee and other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

QUALIFICATIONS

- Bachelor's Degree or higher in biology, ecology, environmental studies or related field, OR a minimum of 3+ years conducting delineations of jurisdictional waters (preferably in environmental consulting).
 - Graduate of a Society of Wetland Scientists approved 40-hour wetland delineation course, such as those offered by the Swamp School, Wetland Training Institute, or Richard Chinn Environmental Training.
 - 3+ years of experience in biological field work and/or environmental consulting (with BS).
 - 3+ years of progressively responsible experience as a wetland and stream delineator in a California-based consulting or a similar work environment, mapping waters of the U.S., waters of the State, and CDFW jurisdiction.
 - 2+ years of experience with biological services-oriented work including involvement and proficiency with regulatory permitting and compliance per sections 404 and 401 of the Clean Water Act, Porter Cologne Act, and sections 1600-1616 of Fish and Game Code.
 - A minimum of 3 years of demonstrable experience in writing and submitting jurisdictional delineation reports with supporting documentation
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- Experience with wetland delineation methods, including indicators of wetland vegetation, soils and hydrology and problematic indicators.
- Experience with Ordinary High Water Mark indicators in the Arid West
- Methods and techniques for evaluating and mitigating jurisdictional impacts.
- 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

Preferred Qualifications:

- Experience supporting projects with Southern California Edison (SCE) and/or Pacific Gas and Electric (PG&E) as a Consultant II Lead Delineator
- Trained and experienced with implementation of the California Rapid Assessment Method (CRAM)
- MESA Guidelines for Arid West
- Wildlife species permits, plant voucher collection permit and/or experience with assessing habitats for special status species.
- Experience functioning as an environmental compliance monitor, including coordinating with Project Managers, engineers, and construction contractors; conducting worker environmental awareness programs (WEAP) training, working on-site with construction crews and performing post-construction analysis.

EXPECTATIONS

- Available to work a minimum of 20 hours per week
- Provide availability in scheduling software and communicate any changes in availability in a timely manner
- Check your email every day
- Available by phone on your working days, during working hours
- Professional, punctual, and enthusiastic
- Be proactive and self-directed
- Team player who uplifts and supports other team members
- Adapt in a dynamic and challenging work environment
- Perform your work and meet deliverables during working hours
- Submit all deliverables, reports, or requested changes within specified deadlines
- Able to meet the physical demands required of field work, with reasonable accommodations
- Ability to lift and move items and equipment up to 50 lbs
- Ability to stoop, kneel, crouch, crawl, climb, and balance may be required during field inspections
- Able to hear and see various species and safety hazards in the field
- Able to communicate in a clear and concise manner
- Comply with applicable federal, state, and local laws, rules, and regulations



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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).
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LOCATION

Various locations throughout California, including but not limited to San Diego, Bakersfield, Fresno, Kernville, Porterville, Lancaster, Victorville, Visalia and surrounding territories.

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

SALARY

\$27-\$44 per hour, dependent on skills and experience.

STATUS

Part-time; 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.

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.



WETLAND DELINEATOR/PERMITTING SPECIALIST

JOB DESCRIPTION

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



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