

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 an array of CEQA and/or NEPA projects throughout California. The ideal candidate will be an early to mid-level CEQA Analyst (2-5 years experience with writing CEQA documents) who will play a key role in growing our CEQA program together with our CEQA Project Managers. Candidates that are willing to cross-over into wetlands and water permitting are strongly preferred.

CEQA Analysts are assigned a variety of duties including but not limited to:

- Independently prepare IS/MNDs or sections of EIRs.
- Make recommendations to clients as to the type of CEQA document they may need.
- Coordinate with Subject Matter Experts and peer-review technical documents for CEQA/NEPA adequacy.
- Perform research and data analysis to support CEQA/NEPA documents and prepare clear and concise reports.
- Conduct environmental impact assessments, compile and interpret research and environmental data.
- Communicate technical reports, policies, and ordinances to the public and decision-making bodies.
- Build relationships and work respectfully, tactfully, and creatively with the public, agencies and staff.
- Manage small to medium-sized projects including managing subconsultants.
- Stay updated on environmental protection regulations (CEQA, NEPA, Clean Water Act, etc.).

DUTIES

- Prepare CEQA and NEPA environmental documents, presentations, and recommendations.
- Peer-review environmental documents.
- Perform quality control of project deliverables.
- Make recommendations for mitigating potential environmental impacts.
- Attend public meetings, hearings, workshops, and presentations to engage stakeholders.
- Build relationships and work respectfully with the public, agencies, and staff.
- Maintain positive relationships with subconsultants and primes.
- Research, analyze, and interpret social, economic, population, and land use data.
- Research solutions to regulatory challenges.
- Review site plans to ensure compliance with zoning codes and land use regulations.
- Advise applicants and property owners in filing applications for land use review.
- Conduct site inspections and field investigations.
- Review project descriptions, plans, and field conditions for conformance.
- Compile information and make recommendations on special studies.
- Prepare applications, reports and draft ordinances for City staff, Council, Zoning Administrator, and Planning Commission.
- File, route, and track applications and permit documents to Local Planning Agency departments and staff.
- Coordinate with other regulatory agencies, internal and external stakeholders, government agencies, and community groups and individuals concerned with proposed developments.
- Ensure compliance with state and federal regulations.
- Communicate technical reports, policies, and ordinances to the public and decision-making bodies.
- Engage in business development, including responding to proposals and preparing scopes and budgets.
- Train and mentor junior staff.
- Perform other related duties as required.

QUALIFICATIONS

- Bachelor's degree in urban planning, environmental science, geography, or related field.
- A Master's degree in a related field may be substituted for one year of the required experience.
- Minimum of 2 - 5 years of experience in writing CEQA/NEPA documents or sections thereof.
- Prior experience with writing and drafting environmental documents including but not limited to IS/MNDs, EIRs, Categorical Exemptions, Specific Plans, General Plans, Community Plans.
- An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.
- Possess a wide-range of technical knowledge and understanding of planning laws, CEQA and NEPA compliance.
- Strong organizational and time management skills to handle multiple tasks and meet project deadlines while remaining within budget.
- Ability to manage multiple projects simultaneously without a compromise to work quality.
- Advanced analytical and problem-solving abilities with a keen attention to detail.
- Effective written and verbal communication skills, including the ability to prepare clear and concise reports and deliver engaging presentations.
- Professional certifications or memberships related to planning or environmental fields are desirable.
- Experience with wetlands and waters permitting and jurisdictional delineations are strongly preferred.

EXPECTATIONS

- Must be available during office hours, generally Monday - Friday, 8am - 5pm, Pacific Standard Time.
- 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 or without reasonable accommodations.
- Must be able to communicate in a clear and concise manner.

WORKING CONDITIONS

- General office environment
- Regularly requires working in a sitting position with a computer for extended periods of time.
- Work independently or as a member of a team.
- Ability to travel to client job sites and/or Corporate office located in Bend, OR.

LOCATION

Hybrid / Remote

SALARY

\$65,000 - \$110,000 annually, dependent on skills and experience.

STATUS

Full-time/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.

BENEFITS

- Eligible for Paid Time Off and Sick Time
- Eligible for Health Insurance (Medical, Dental, and Vision)

CEQA ANALYST
JOB DESCRIPTION

- Eligible for 401(k) with matching contribution
- Eligible for cell phone stipend
- Eligible for educational stipend
- Paid training opportunities
- Employee incentives and Employee Referral Program

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