

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 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.

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ROLE DESCRIPTION AND DUTIES

The ideal candidate is a motivated and detail-oriented Lead Archaeologist, willing to provide a full range of archaeological services for diverse projects across California. In this role, you will split your time between fieldwork and office-based tasks, conducting archaeological surveys, monitoring, excavations, data collection, construction monitoring, and report preparation. The ideal candidate will be passionate about archaeology, have a strong work ethic, and be eager to expand their skills while working closely with seasoned professionals. This position offers the opportunity to contribute to exciting projects, travel to various field locations, and play an integral role in preserving and documenting cultural resources. Duties include but are not limited to:

- Supervise and/or lead pedestrian surveys and testing, collecting field data, digital photographs, and GPS data.
- Conduct and/or supervise archaeological fieldwork, including surveys, excavations, and construction monitoring.
- Record archaeological sites, analyze artifacts, and prepare documentation using mapping and data collection tools, such as GPS or tablets.
- Preparation of site records, artifact analysis, and technical reports.
- Conduct desktop reviews to support archaeological investigations.
- Work closely with senior staff and interdisciplinary teams to ensure the successful completion of project goals.
- Effectively communicate with staff, construction personnel, clients, and project managers.
- Ability to develop and maintain client relationships, ensuring high-quality deliverables and client satisfaction.
- Support Senior Project Manager in the development and execution of project scopes, ensuring compliance with regulations and timely delivery of project deliverables.
- Assist with drafting and reviewing complex technical documents and project deliverables.
- Strong technical writing, analytical, and problem-solving skills.
- Stay up to date with knowledge of CRM regulations, best management practices, and industry trends.
- Maintain and update project databases using Excel and GIS (ArcMap) for basic spatial analyses.
- Digitize records and ensure accuracy in field documentation.
- Excellent verbal and written communication skills with effective interpersonal skills for working within multidisciplinary teams.
- Maintain accurate field notes and photographs to ensure proper project documentation.
- Observational skills for data recording and reporting.
- Regularly travel for field assignments, potentially involving extended stays or camping when local lodging is unavailable.
- Participate and/or lead physically demanding fieldwork, including hiking and working in rugged environments.
- Assist with laboratory analysis and preparation of environmental document technical study sections when required.

QUALIFICATIONS

- Graduate degree in Archaeology, Anthropology, or a closely related discipline.
- Bachelor's degree in Archaeology, Anthropology, or a closely related discipline may be considered with relevant field experience.
- Completion of an archaeological field school or equivalent experience (preferred).
- Minimum 4 years of field experience, focusing on archeological monitoring, surveys, excavation and technical report writing in California.

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- Ability to meet requirements as a Field Director for BLM and National Forest Service permits (preferred).
- Cross-training in paleontological monitoring, mission-era archaeology, or osteology (preferred).
- Active 40-hour HAZWOPER training (preferred).
- Experience leading pedestrian surveys, shovel test unit excavations, and data recovery projects.
- Knowledge of the NHPA Section 106 process and other federal and state regulations.
- Demonstrated leadership abilities in survey, testing, and mitigation projects.
- Knowledge of California-specific archaeology and cultural resource management (CRM) practices.
- Ability to perform physically demanding tasks in remote environments, including hiking, digging, carrying loads up to 25 pounds, and standing for extended periods in variable weather conditions.
- Proficiency in using Survey123, Collector/Field Maps apps, GPS devices, or similar data collection tools.
- Experience collaborating with senior staff, construction personnel, and managing field logistics.
- Experience overseeing field staff, ensuring accurate evaluations and compliance with all regulations.
- Experience training and supporting the professional development of staff, fostering growth and interdisciplinary collaboration.
- Strong time-management skills and ability to juggle multiple tasks, ensuring timely project completion.
- Strong written and verbal communication skills with experience preparing, reviewing, and editing complex technical documents.
- Strong proficiency in Microsoft Word, Excel, and other office tools.
- Ability to travel frequently for fieldwork throughout California, potentially with extended stays and occasional camping.
- Ability to work remotely with minimal supervision and follow instructions with high accuracy.
- Ability to work both independently and in team settings.
- Positive, energetic attitude; detail-oriented, resourceful, and self-motivated with strong initiative.
- Valid driver's license and clean driving record (completion of a Motor Vehicle Records check).
- Must be based in California.
- Successful completion of SummitWest's background check upon employment.
- Authorization to work in the U.S. without company sponsorship.
- Commitment to supporting and promoting SummitWest's values of diversity, equality, and inclusion.

EXPECTATIONS

- Ability to work in both office and field settings, including sustained periods of sitting and computer-based work in an indoor environment.
- Frequent travel and ability to drive to project sites.
- Observation skills to identify and document environmental and archaeological phenomena.
- Ability to translate field data into written reports using computer-based tools.
- Cognitive ability to plan travel, use maps or GPS systems, and perform accurate data entry. Capable of making independent field decisions and organizing both personal and crew work effectively.
- Professionalism, punctuality, and enthusiasm are essential.
- Must be proactive, self-directed, and able to work independently.
- A strong team player, willing to support and uplift fellow team members.
- Ability to adapt to a dynamic and challenging work environment.
- Responsible for completing work and meeting deliverables within designated working hours.
- All deliverables, reports, and requested changes must be submitted within specified deadlines.
- Must maintain clear and concise communication with team members.

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WORKING CONDITIONS

- Must be willing to travel frequently, with overnight stays as required by project locations.
 - Ability to hike up to 10+ miles per day on rugged terrain and perform physically demanding tasks such as climbing, crouching, and carrying loads up to 25 pounds.
 - Capable of meeting the physical demands of fieldwork, with reasonable accommodations provided if necessary.
 - Ability to perform fieldwork in rugged terrains and varying climates, including coastal, inland, and desert environments.
 - Must be able to work both independently and as part of a team.
 - Must be accepting of safety risks inherent in fieldwork, such as encounters with dangerous wildlife (e.g., ticks, bees, rattlesnakes, scorpions, mountain lions, bears), hostile individuals, hazardous driving conditions, and construction site risks.
 - Ability to work in extreme weather conditions, including heat, cold, rain, wind, sleet, or snow.
 - Ability to work at a desk or on a computer for up to eight (8) hours per day when performing office-based tasks.
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LOCATION

Various locations throughout California.

SALARY

\$32 - \$42 per hour, depending on experience

STATUS

On-call / Non-Exempt

BENEFITS

- Eligible for Paid Time Off and Sick Leave
 - 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
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*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.

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

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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