

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.

JOB DESCRIPTION

ROLE DESCRIPTION & DUTIES

The ideal candidate will be organized, motivated, flexible and able to support an array of Permitting projects throughout California. The ideal candidate will be a mid to advanced level Permitting Project Manager who will play a key role in supporting our Permitting and, possibly CEQA Programs and contributing to impactful private and public projects. Location within driving distance of San Bernardino, California strongly desired.

The Permitting Project Manager will be responsible for variety of duties including but not limited to:

- Oversee and prepare technical permit documents including Regional and Programmatic permits in compliance with the Clean Water Act, Porter-Cologne Act, and Fish and Game Code.
- Ability to navigate regulatory agencies through the permit process to receive Clean Water Act, Streambed Alteration Agreements, and Incidental Take Permits expeditiously
- Manage medium to large scale projects including managing subconsultants
- Under minimal supervision, lead and manage complex Permitting environmental projects from the bid phase through completion
- Serve as an extension of staff for public clients contracted with SummitWest
- Communicate effectively with the project team including Client staff, SWE team members, and regulatory agencies.
- Conduct public meetings, hearings, workshops, and presentations to engage and inform stakeholders, gather input, address concerns and promote effective communication
- Communicate technical reports, policies, and ordinances to the public and decision-making bodies
- Build relationships and work respectfully with clients, the public, agencies, and staff
- Enthusiasm to contribute to and grow our Waters & Permitting Program
- Hands-on professional who is not only skilled at leading and managing, but is also eager to roll up their sleeves and actively contribute to the work.
- Take ownership of tasks, demonstrating a willingness to get involved in day-to day operations
- Prepare bids, scopes, schedules, budgets and identify assumptions and exclusions
- Stay updated on relevant environmental protection regulations (CEQA, NEPA, Clean Water Act, etc.)
- Peer review environmental documents
- Perform quality control of project deliverables
- Make recommendations for mitigating potential environmental impacts
- Maintain relationships with subconsultants and primes
- Research solutions to regulatory challenges
- Conduct site inspections and field investigations
- Review project descriptions, plans, and field conditions for conformance
- Compile information and make recommendations on special studies
- Ensure the filing, routing, and tracking of applications and permit documentsCoordinate with other regulatory agencies, internal and external stakeholders, government agencies, and community groups and individuals concerned with proposed developments
- Provide guidance, train and mentor junior staff
- Coordinate and supervise the work of permitting staff on projects to ensure quality and timely deliverables
- Perform other related duties as required

JOB DESCRIPTION

QUALIFICATIONS

- Bachelor's degree in permitting, 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 5 - 10 years of professional experience in obtaining permits in compliance with Clean Water Act, sections 1600-1616 of Fish and Game Code, and Porter Cologne Act
- An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge may be considered
- Experience in Regional and Programmatic permits is highly desirable
- Applicants with experience in compliance with Federal and State Endangered Species Act are preferred
- Strong project management skills with the ability to lead and manage staff on multiple projects simultaneously
- Strong leadership skills and the ability to lead and work collaboratively within a team environment
- Candidates with experience in San Bernardino County strongly preferred
- Candidates with CEQA and Planning expertise are highly desirable
- Strong organizational and time management skills to handle multiple tasks, meet project deadlines while remaining within budget, and 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

EXPECTATIONS

- Must be available during business 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 and Slacks throughout the 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 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
- Must be able to communicate in a clear and concise manner

WORKING CONDITIONS

- General office environment and/or home office
- Regularly requires working in sitting position with computer for extended periods of time
- Work independently or as a member of a team
- Ability to travel to client job sites and occasionally as requested by SummitWest

LOCATION

Hybrid / Remote

SALARY

Dependent on Skills and Experience

STATUS

Independent Consultant (1099) sought with long term opportunities for W2 employment available for the right candidate

BENEFITS

- May become eligible for Health Insurance (Medical, Dental, and Vision)*
- May become eligible for 401(k) with matching contribution*

PERMITTING PROJECT MANAGER

JOB DESCRIPTION

- May become eligible for cell phone stipend*
- May become eligible for educational stipend*
- May become eligible for paid training opportunities*
- Employee incentives and Employee Referral Program

*Eligibility is dependent on becoming a W2 employee.

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