

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 will lead and contribute to the growth of SummitWest's Cultural Resources Program by securing new work contracts, identifying future opportunities, and aligning high-quality systems and teams to drive profitability and achieve long-term objectives for both SummitWest and its clients. As a Senior Archaeologist, they will be an experienced field archaeologist with laboratory expertise, capable of leading teams or taking on high-responsibility field roles such as Field Director.

The successful candidate will leverage their existing and expanding client network to enhance SummitWest's presence across various industry sectors. They will actively grow the department by engaging with clients to build strong relationships, exceed expectations, and showcase the full range of SummitWest's capabilities.

This role requires a deep understanding of environmental compliance, with the ability to identify and implement appropriate mitigation measures. The Senior Archaeologist will remain well-versed in CEQA, NEPA, Section 106 of the NHPA, and other relevant local, state, and federal regulations, including experience with Native American consultation. Duties include but are not limited to:

- Collaborate with Senior Leadership to design and implement strategies for developing a successful Cultural Resources (CR) Program.
- Ability to oversee and independently manage SummitWest CR Projects.
- Strong ability to develop and maintain client relationships, ensuring high-quality deliverables and client satisfaction.
- Proven ability to identify opportunities for business growth and collaborate with Senior Leadership to expand the company's client base.
- Assisting with marketing, proposals, bid documents, budget estimates, and attending bid interviews and client meetings.
- Ensure the integration of high-quality systems, staff, and processes to increase program efficiency and profitability.
- Proven ability to manage project scopes, timelines, and budgets, ensuring contract compliance, safety adherence, and administrative oversight.
- Strong organizational, scheduling, and budget management skills. Data and information management, task management, invoicing and final closeout.
- Assignments of teams/coordination and scheduling of staff. Ensure staff complete assigned tasks, stay on schedule, and budget.
- Overseeing the planning and execution of various project elements, the preparation of project reports, technical reports, and documents for inclusion in the final project deliverables.
- Proven ability to author technical reports, including identification studies, excavation/testing reports, monitoring reports, and finding of effect reports.
- Perform QA/QC of field data and technical reports thoroughly in a timely manner.
- Utilize electronic data collection methods and manage data, including writing daily technical reports, creation/preparation and presentation of technical studies and reports.
- Expert in preparing CEQA/NEPA environmental sections related to cultural and tribal resources.
- Expertise in developing and implementing archaeological mitigation measures.
- Interface with clients and external stakeholders, ensuring strong communication and project alignment.
- Coordination with clients, sub-consultants, regulatory agencies, and members of the public may be necessary to accomplish assigned objectives.

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- Integrates with Safety Officer to ensure each project has a safety program and is being tracked; checks in periodically with the Safety Officer to ensure all insurance, liability, and safety measures are accounted for.
- Generate systems that will create efficiencies in the Cultural Resources Program, and ensure these systems are maintained.
- Strong working knowledge of CEQA, NEPA, Section 106 of the NHPA, and other relevant federal and state regulations. Ensure project compliance with federal and state regulations, including NHPA Section 106.
- Experience with coordinating project efforts with agencies, tribes, clients, and construction personnel. Experience with Native American consultation for sensitive resource issues.
- Up-to-date knowledge of CRM regulations, best management practices, and industry trends.
- Experience with 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.
- Mentorship of support staff, including reviewing their work for accuracy and clarity and providing constructive feedback and guidance.
- Expertise in overseeing both field and desktop staff, ensuring accurate evaluations and compliance with all regulations.
- Experience training and supporting the professional development of staff, fostering growth and interdisciplinary collaboration.
- 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.
- Travel to job sites and/or Corporate office located in Bend, OR, as necessary.
- Ability to oversee and/or lead physically demanding fieldwork, including hiking and working in rugged environments.
- Mental resilience for planning, organization, and problem-solving in both field and office environments.
- Oversee laboratory analysis and preparation of environmental document technical study sections when required.

QUALIFICATIONS

- PhD in Anthropology, Archaeology, or a closely related field.
- Master's degree in Anthropology, Archaeology, or a closely related field.
- Meet the Secretary of the Interior's Professional Qualification Standards for Archaeology.
- Registered Professional Archaeologist (RPA) (preferred).
- Listed as a Principal Investigator on federal, tribal, and California-state permits (preferred).
- Qualified Principal Investigator under BLM Cultural Resources Use Permits (preferred).
- 10+ years of experience in cultural resources management, including project management and team leadership.
- 8+ years of experience preparing a variety of technical reports, including treatment plans and comprehensive data recovery reports.
- 6+ years managing survey, testing, and data recovery projects in environmental, or cultural consulting.
- 6+ years of field experience performing archaeological fieldwork (surveys, testing, excavation, construction monitoring, laboratory analysis).
- 5+ years as a Project Manager or Principal Investigator on complex projects.
- Proven experience managing and leading teams in both field and office environments.

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- Extensive project management experience, including coordination with environmental stakeholders and managing stakeholder concerns.
- Expertise in developing, tracking, and managing large, long-term project budgets; creating project scopes of work; and tracking deliverables through completion and closeout.
- Exceptional written and verbal communication skills, with the ability to compose, compile, and edit a range of professional documents.
- Technologically proficient with handheld electronic devices, and experienced in computer software including Excel, MS Word, and Google Sheets.
- Strong time-management skills, with the ability to manage multiple tasks and projects simultaneously while meeting tight deadlines.
- Self-motivated with a strong initiative, capable of working remotely with minimal supervision.
- Proficient in business communication via email, phone, and video conferencing.
- Detail-oriented, with the ability to follow instructions and maintain a high level of accuracy.
- Must be located in California.
- Valid driver's license.
- Must pass SummitWest's background check upon employment.
- Must be authorized to work in the U.S. without company sponsorship.
- Must adhere to and support SummitWest's commitment to diversity, equality, and inclusion.

EXPECTATIONS

- May require travel to drive to project sites and/or Corporate office located in Bend.
- Observation skills to identify and document environmental and archaeological phenomena. Able to translate field data into written reports using computer-based tools.
- Ability to work in both office and field settings, including sustained periods of sitting and computer-based work in an indoor environment.
- 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.
- Must be available by phone during working hours, and occasionally during nights or weekends, as needed.
- 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 and stakeholders.

WORKING CONDITIONS

- Ability to work at a desk or on a computer for up to eight (8) hours per day when performing office-based tasks.
- May require travel for fieldwork or on-site inspections.
- 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.
- Must be comfortable working in various environmental conditions, including extreme weather (rain, sun, heat, wind) and potential risks such as exposure to insects, poison oak, or hazardous terrain.
- Must meet the physical demands of office and fieldwork, with reasonable accommodations if needed.

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- Must be able to perform fieldwork in rugged terrains and varying climates, including coastal, inland, and desert environments.
 - Capable of working both independently and collaboratively in group settings.
 - Willingness to travel, with overnight stays as required.
 - Must accept that the job may involve various safety risks, such as dangerous wildlife (e.g., ticks, bees, rattlesnakes, scorpions, mountain lions, bears), hostile individuals, hazardous driving conditions, and construction site hazards.
 - Ability to work in extreme weather conditions (heat, cold, rain, wind, sleet, or snow).
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LOCATION Various locations throughout California.

SALARY \$90,000 - \$110,000 dependent on skills and experience.

STATUS Full-Time / Exempt

BENEFITS Full-Time Employees

- Eligible for Paid Time Off and Sick Leave
- Eligible for Health Insurance (Medical, Dental, and Vision)
- 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
- Opportunities for remote and office work
- Career development and promotion opportunities

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 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

SENIOR ARCHAEOLOGIST / PRINCIPAL

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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