

JOB DESCRIPTION

ROLE OVERVIEW

Are you passionate about making a tangible impact on environmental compliance and planning for critical infrastructure projects? SummitWest (SWE) is seeking a motivated and detail-oriented Environmental Permitting Analyst to join our team. In this role, you will play a pivotal part in ensuring regulatory compliance and advancing sustainability goals for SWE's capital improvement projects.

As the Environmental Permitting Analyst, you will be at the forefront of environmental planning, permitting, and compliance efforts. Working closely with senior staff and project managers, you will engage in complex analyses, develop strategic permitting solutions, and contribute to meaningful unique opportunities to collaborate across teams, interface with regulatory agencies, and shape the environmental outcomes of SWE's key initiatives.

If you thrive in a fast-paced environment where your technical expertise, problem-solving abilities, and passion for the environment can make a difference, this role is for you.

ROLE DESCRIPTION & DUTIES

Under the direction of the Permitting Project Manager, the Environmental Permitting Analyst will be responsible for regulatory permitting, environmental planning, and compliance work for SWE's capital improvement projects and activities. Key duties and responsibilities include but are not limited to:

KEY RESPONSIBILITIES:

- Conduct complex analyses under the guidance of senior staff and project managers.
- Maintain, reconcile, and analyze data related to project and program activities.
- Compile and manage records of authorized activities, including permits, archival documents, and project data.
- Develop plans, wetland and waters permitting packages, and federal special-use authorization requests for capital improvement projects and associated operations and maintenance activities.
- Collaborate with teams to monitor and report compliance with authorizations.

REGULATORY AND COMPLIANCE TASKS:

- Prepare documentation to meet state and federal regulatory requirements, including CEQA and statutes such as NEPA, NHPA, and FLPMA.
- Monitor and report on compliance with laws, policies, regulations, and contracts.
- Review, update, and coordinate environmental, land use, and special-use permitting schedules and plans.
- Administer contracts related to permitting and compliance.
- Prepare technical reports and correspondence on environmental planning, permitting, and compliance issues.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Analyze project activities, including maintenance and operations, to determine environmental review and permitting requirements.
- Recommend project modifications and best management practices to minimize risk.
- Advise project teams on streamlining environmental reviews and permitting processes.
- Interpret and apply federal and state laws, including the Clean Water Act, Fish and Game Code (Sections 1600-1616), and Porter-Cologne Act.
- Secure permits and agreements from local, state, and federal agencies.
- Prepare and review compliance documentation for CEQA, NEPA, NHPA, and FLPMA.
- Evaluate consultants' work on planning and permitting tasks.

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- Document and report regulatory compliance and liaise with regulatory agencies.
- Expedite permits such as Clean Water Act approvals, Streambed Alteration Agreements, and Incidental Take Permits.
- Participate in public meetings, hearings, and workshops to engage stakeholders and address concerns.
- Communicate technical information effectively to the public and decision-making bodies.
- Support bid preparation, including scopes, schedules, budgets, assumptions, and exclusions.
- Propose mitigation measures for environmental impacts and research solutions to regulatory challenges.
- Review project descriptions, plans, and field conditions for compliance.
- Track, file, and manage applications and permit documents.
- Perform other related duties as required.

QUALIFICATIONS

EDUCATION:

- Bachelor's degree in permitting, urban planning, environmental science, geography, or a related field.
- A Master's degree may substitute for one year of required experience.

EXPERIENCE:

- Minimum of 5 years of experience in obtaining permits compliant with the Clean Water Act, Fish and Game Code (Sections 1600-1616), and Porter-Cologne Act.
- Experience with Regional and Programmatic permits is highly desirable.
- Familiarity with Federal and State Endangered Species Act compliance is preferred.
- Candidates with experience in San Bernardino County or expertise in CEQA and planning are highly preferred.

SKILLS AND ABILITIES:

- Strong project analysis skills and ability to manage multiple projects simultaneously.
- Excellent organizational and time management skills to meet deadlines and maintain work quality.
- Advanced analytical and problem-solving abilities with attention to detail.
- Effective verbal and written communication skills, including report preparation and presentations.
- Professional certifications or memberships in planning or environmental fields are desirable.

EXPECTATIONS

- Be available during regular business hours (Monday-Friday, 8 a.m.-5 p.m. PST).
- Maintain up-to-date scheduling and timely communication of availability changes.
- Respond promptly to email and Slack messages.
- Be reachable by phone during working hours.
- Exhibit professionalism, punctuality, enthusiasm, and proactive behavior.
- Work collaboratively with team members and adapt to dynamic environments.
- Submit all deliverables and reports on time.
- Meet physical demands for fieldwork with reasonable accommodations.
- Communicate clearly and concisely.

WORKING CONDITIONS

- Work Environment: General office and/or home office settings.
- Physical Demands: Prolonged sitting and computer use.
- Collaboration: Work independently or as part of a team.
- Travel: Occasional travel to client job sites as requested.

LOCATION

Hybrid; candidates must reside within a reasonable commuting distance of San Bernardino, CA

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SALARY

This is a consulting role (1099), with an hourly rate specified in the Master Service Agreement. The rate will be dependent on qualifications and experience (minimum of \$40 per hour).

STATUS

Independent Consultant (1099) position with the potential for long-term opportunities as a W2 employee for exceptional candidates.

BENEFITS

As a consulting role, no additional benefits will be provided beyond those required by law.

ABOUT US

At SummitWest, we believe in putting people first—both our team members and our clients. We've created an environment where people *want* to work: one that is caring, fun, and safety-focused. Our success is built on the foundation of strong leadership, accountability, and transparency, principles that guide everything we do and are extended to everyone we work with.

We are a team of passionate environmental consulting specialists dedicated to providing cutting-edge natural resource management services. From wildlife and botanical surveys to construction monitoring, climate change studies, GIS mapping, permitting, and urban planning, we deliver innovative solutions to complex challenges.

With a team of 100 experts, we pack a big punch in terms of knowledge, expertise, and the diversity of projects we manage across the western United States. At SummitWest, every project is an opportunity to make an impact—on the environment, on our clients, and on the communities we serve.

If you're looking to join a team that's dynamic, forward-thinking, and values its people, SummitWest is the place for you!

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?

At SummitWest, we're more than just an employer—we're your partner in achieving your career goals while ensuring a healthy work-life balance. As an employee-driven company, we prioritize your growth and well-being through a range of supportive initiatives and opportunities. At SummitWest, we create a supportive, growth-oriented environment where you can thrive professionally and personally.

Here's what sets us apart:

- Mentorship & Training: Enhance your skills with expert guidance.
- Flexible Schedules: Achieve a healthy work-life balance.
- Career Growth: Enjoy clear paths for advancement.
- Varied Work Options: Remote and desktop project opportunities.
- Proposal Training: Gain experience in proposal writing.
- Regular Feedback: Stay on track with performance reviews.

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- Collaborative Culture: Be part of a supportive, team-oriented environment.
- Open Communication: Benefit from an open-door policy with supervisors.

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.

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