

## JOB DESCRIPTION

### ROLE OVERVIEW

Are You Ready to Lead the Charge in Cultural Resources Management?

At SummitWest, we're on a mission to build the most innovative, client-focused Cultural Resources Program in the industry, and we're looking for a dynamic Cultural Resources Program Manager to lead the way.

This isn't just another job—it's an opportunity to spearhead growth, deliver excellence, and shape the future of cultural resource management. As a leader and field expert, you'll work alongside passionate professionals while growing your career in a company that values initiative, innovation, and collaboration.

If you thrive on balancing fieldwork with strategic vision, are a master at building strong client relationships, and have an unwavering commitment to regulatory excellence, we want to hear from you.

### ROLE DESCRIPTION & DUTIES

As the Cultural Resources Program Manager you'll wear many hats—leader, strategist, innovator, and technical expert. Responsibilities include, but are not limited to:

#### KEY RESPONSIBILITIES:

- **Program Development and Leadership:** Partner with Senior Leadership to craft and implement a successful Cultural Resources Program, complete with strategies for client development, streamlined systems and efficient processes to drive program profitability and performance.
- **Project Oversight & Management:** Independently manage diverse cultural resources projects, from planning to execution, ensuring timelines, scopes, budgets, and deliverables are met or exceeded while maintaining compliance with CEQA, NEPA, Section 106, and other regulations.
- **Industry Expertise:** Leverage knowledge of the Environmental Services Industry, preferably with Utilities sector, to understand how Cultural Resources personnel are utilized, onboarded, deployed, and managed effectively.
- **Business Growth:** Provide insight on marketing efforts, proposals, and bid documents related to scope, budget, timelines, capacity, and review client MSAs and scopes of work to assess SummitWest's ability to meet client needs. Attend bid interviews and client meetings.
- **Client and Stakeholder Engagement:** Interface with clients, sub-contractors, tribes, the public, and various other external stakeholders to maintain communication, alignment, and project success. Build lasting client relationships by delivering high-quality results, creative solutions, and exceptional service.
- **Fieldwork and Technical Expertise:** Lead physically demanding fieldwork in rugged environments, document observations with precision, photos, and ensure proper data recording and analysis. Take charge of field operations, including archaeological surveys, testing, excavations, and construction monitoring, while mentoring teams on best practices.
- **Mitigation & Compliance:** Develop and implement archaeological mitigation measures while ensuring strong coordination with agencies, tribes, and regulatory stakeholders, including Native American consultation. Maintain detailed knowledge of relevant permits and advise SummitWest on the appropriate steps to pursue those permits. Navigate CEQA, NEPA, Section 106, NHPA, and other regulations, developing strategies to stay ahead of environmental compliance trends.
- **Data & Reporting:** Utilize electronic data collection, oversee QA/QC of data, daily reporting, and prepare high-quality technical studies, reports, and environmental document sections, including laboratory analysis when required.

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- **Technical Writing:** Author and/or review detailed technical reports, including but not limited to excavation reports, monitoring reports, and finding of effect reports. Prepare CEQA/NEPA environmental sections related to cultural and tribal resources.
- **Safety & Coordination:** Collaborate with the Safety Officer to implement and track project safety protocols, ensuring liability and compliance measures are met.
- **Team Leadership:** Oversee and mentor field and desktop teams, inspiring and guiding your team, fostering professional development and collaboration across disciplines while maintaining compliance and accuracy. Advise the Recruitment team on recruitment needs to enhance SWE's depth of scope for clients.
- **Travel and Adaptability:** Travel to job sites and corporate offices as necessary, working in diverse environments while adapting to dynamic challenges in both field and office settings.

### ADDITIONAL RESPONSIBILITIES:

- Interface with clients, regulatory agencies, tribes, and construction personnel to address sensitive resource issues.
- Coordinate with project managers, engineers, and construction crews to monitor environmental compliance.
- Demonstrate excellent verbal and written communication skills with effective interpersonal skills for working within multidisciplinary teams.
- Apply mental resilience to plan, organize and solve problems effectively in both field and office environments.
- Develop a training program for Cultural Resources staff.

### PLEASE NOTE:

*This is an environmental consulting job, not a conservation job. Unlike conservation roles, which strive to protect the environment at all costs, this position focuses on helping construction contractors remain in compliance with environmental laws and mitigation measures, ensuring the client avoids issues by advising contractors on where, when, and how work can take place to prevent delays in construction. These determinations are often made prior to deployment into the field, or sometimes in conjunction with the contractors on site. It is vital to ensure that they are not working without our knowledge and requires clear and concise communication with multiple team members, crews, and departments.*

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## QUALIFICATIONS

### EDUCATION AND CERTIFICATION:

- Master's or PhD in Anthropology, Archaeology, or a related field.
- Meet the Secretary of the Interior's Professional Qualification Standards for Archaeology.

### EXPERIENCE:

- 10+ years in cultural resource management, including project leadership, client relations, and team management.
- 8+ years preparing technical reports, including treatment plans and data recovery reports.
- 6+ years in fieldwork, including surveys, testing, excavation, construction monitoring, and laboratory analysis.
- 5+ years managing complex projects, budgets, and timelines, as a Project Manager or Principal Investigator.

### SKILLS AND ABILITIES:

- Expertise in CEQA, NEPA, Section 106 of the NHPA and related compliance requirements.
- Proven ability to develop, track, and manage budgets, scopes of work, and deliverables.
- Expertise in technical writing, electronic data collection, and reporting tools.

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- Exceptional organizational, time-management, and communication skills.
- Technologically proficient in Excel, MS Word, Google Sheets, and handheld devices.

### PHYSICAL READINESS:

- Ability to hike long distances over rugged terrain and work in extreme weather conditions with reasonable accommodations.
- Comfortable working in environments with potential safety risks, such as wildlife encounters, construction hazards, and extreme weather.

### ADDITIONAL REQUIREMENTS:

- Carry valid vehicle insurance for personal vehicles used for Company purposes, or be insurable under Company's liability insurance policy for use of Company Vehicles.
- Authorized to work in the U.S. without company sponsorship.
- Successful clearance through SummitWest background check (upon employment).
- Adherence to and support SummitWest's commitment to diversity, equality and inclusion.
- Located in California, with a valid driver's license.
- Self motivated and detail-oriented, with the ability to work remotely and independently.

### PREFERRED QUALIFICATIONS:

- Registered Professional Archaeologist (preferred).
- Listed as a Principal Investigator on federal, tribal, and California-state permits (preferred).
- Qualified Principal Investigator under BLM Cultural Resources Use Permits (preferred).

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## EXPECTATIONS

- Travel may be required to project sites and/or the Corporate office in Bend, OR.
  - Strong observational skills to identify and document environmental and archaeological phenomena.
  - Proficient in translating field data into written reports using computer-based tools.
  - Capable of working in office and field environments, including extended computer work or physically demanding field tasks.
  - Cognitive ability to plan travel, navigate with maps or GPS, and accurately enter data.
  - Able to make independent field decisions and organize personal and team workloads effectively.
  - Maintain availability during working hours, with occasional availability during nights or weekends as needed.
  - Display professionalism, punctuality, and enthusiasm in all responsibilities.
  - Self-directed, proactive, and capable of working independently while remaining a strong team player.
  - Adaptable to dynamic and challenging work environments.
  - Responsible for meeting all deliverables, reports, and deadlines within designated working hours.
  - Ensure clear and concise communication with team members and stakeholders.
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### WORKING CONDITIONS

- Office-based tasks may require sitting at a desk or computer for up to 8 hours daily.
  - Fieldwork may require hiking up to 10+ miles per day on rugged terrain, performing physically demanding tasks, and carrying loads up to 25 pounds.
  - Comfortable working in varying environmental conditions, including extreme weather, rugged terrain, and potential exposure to insects, poison oak, or hazardous environments.
  - Must meet the physical demands of office and fieldwork, with reasonable accommodations if needed.
  - Capable of working in coastal, inland, and desert environments with varying climates.
  - Willingness to travel, including overnight stays, as required.
  - Accept the inherent risks of fieldwork, including wildlife encounters (e.g., ticks, bees, rattlesnakes, mountain lions), hostile individuals, hazardous driving conditions, and construction site risks.
  - Prepared to work in extreme weather conditions, such as heat, cold, rain, wind, sleet, or snow.
  - Able to collaborate effectively in team settings and work independently as needed.
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### LOCATION

Hybrid/Remote, field locations may vary throughout California.

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### SALARY

\$90,000 - \$125,000 dependent on skills and experience.

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### STATUS

Full-Time / Exempt

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### 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
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### 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.

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## JOB DESCRIPTION

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":

Accountability

Flexibility

Strategic  
Thinking

Motivation

Communicating  
Effectively

## 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.
- **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.

## 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.

## 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](mailto:recruitment@summitwestenv.com).

Resumes received without a cover letter or references will not be considered.

# CULTURAL RESOURCES PROGRAM MANAGER

## JOB DESCRIPTION

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.

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**Employee Name**

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**Employee Signature**

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**Date**

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**Manager Name**

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**Manager Signature**

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**Date**