

ROLE OVERVIEW

SummitWest is seeking a dedicated and detail-oriented **Archaeologist** to support cultural resource management projects across California. This role blends field and office-based responsibilities, including archaeological surveys, monitoring, excavations, and data collection. The ideal candidate is passionate about preserving cultural heritage, thrives in collaborative settings, is able to travel, and is eager to expand their expertise while working alongside seasoned professionals. With opportunities to contribute to diverse and impactful projects, travel to unique locations, and play a key role in regulatory compliance, this position offers an exciting pathway for career growth in archaeology and environmental consulting.

Ready to make a meaningful impact in cultural resource management? Apply now to join SummitWest and help protect the past while shaping the future!

ROLE  
DESCRIPTION &  
DUTIES

The Archaeologist will be responsible for conducting field-based archaeological investigations and ensuring compliance with cultural resource regulations. Key responsibilities include but are not limited to:

KEY RESPONSIBILITIES:

- **Construction Monitoring:** Oversee compliance during construction activities, including pre-construction surveys, archaeological monitoring, and real-time site documentation.
- **Fieldwork:** Conduct archaeological surveys, pedestrian surveys, monitoring, and excavations across a variety of diverse terrains and weather conditions.
- **Site Documentation:** Record archaeological sites in the field and prepare site records.
- **Data Management:** Utilize ESRI software, GPS tools, and other data collection methods to record findings, ensure quality control, and assist with report preparation.
- **Compliance Advising:** Work with contractors and project teams to ensure they adhere to mitigation measures and cultural resource regulations.
- **Team Collaboration:** Maintain open and concise communication with project teams, contractors, and clients.
- **Reporting:** Prepare daily field reports, compliance documentation, and technical reports summarizing findings and observations.
- **Desktop Reviews and Research:** Support project planning by conducting archival research and preparing cultural resource assessments.

ADDITIONAL RESPONSIBILITIES:

- Travel frequently for field assignments, which may involve extended hotel stays or camping in remote locations.
- Assist with cultural desktop support and project management tasks.
- Monitor environmental compliance by coordinating with project managers, engineers, and contractors, including worker awareness programs and post-construction analysis.
- Utilize electronic data collection tools to manage project data and prepare daily reports, technical studies, and full project reports.
- Perform artifact analysis and contribute to technical report preparation.
- Support GIS mapping and database management.
- Participate in public outreach or tribal consultation efforts as needed.
- Maintain accurate field notes and photographic documentation.
- Ensure compliance with CRM regulations and best management practices.
- Safely operate company or personal vehicles in compliance with the company's Driving Policy.

- Work remotely with minimal supervision while upholding company safety and professional standards.
- Ability to develop and maintain client relationships, ensuring high-quality deliverables and client satisfaction.

## QUALIFICATIONS

### EDUCATION AND EXPERIENCE:

- Bachelor's degree in Archaeology, Anthropology, or a closely related discipline.
- 2+ years of field experience, focusing on archaeological monitoring, surveys, and excavation in California.
- Experience with utility projects and/or environmental consulting within California.

### SKILLS AND ABILITIES:

- Familiarity with California specific archaeological and CRM regulations and best practices.
- Technologically proficient with handheld electronic devices and proficient in computer software including Excel, MS word, Google Sheets.
- Proficiency in GPS tools, Survey123, FieldMaps, and data collection software.
- Strong technical writing and problem-solving skills.
- Strong time management skills with the ability to handle multiple tasks and meet tight deadlines.
- Ability to work both independently and within a team.
- Strong observational skills for recording and reporting environmental and archaeological phenomena.
- Excellent written and verbal communication abilities.
- Self-motivated; strong initiative, and ability to work independently with only remote supervision.
- Experience collaborating with staff, construction personnel, and handling field logistics.

### PHYSICAL READINESS:

- Ability to hike long distances (10+ miles a day) 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.
- Ability to carry up to 25 pounds and stand for extended periods of time.

### ADDITIONAL REQUIREMENTS:

- Must be based in California.
- Valid driver's license and clean driving record (Motor Vehicle Records check required).
- 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.
- Must be able to travel and do overnight stays for up to two weeks at a time.

### PREFERRED QUALIFICATIONS:

- Listed on permits for BLM, National Parks, or the USFS.
- Experience as a Crew Chief, Project Lead, or Field Director.
- Completion of an archaeology field school or equivalent field experience.
- Experience with pedestrian surveys, test excavations, and data recovery projects.
- Experience writing technical reports or site records.

- GIS and/or desktop review experience.
- 4x4 driving experience.

## EXPECTATIONS

- Available for a minimum of 20 hours per week, with flexibility for additional hours depending on project needs.
- Maintain up-to-date scheduling and communicate changes promptly.
- Ability to check your email daily and be available by phone during working hours.
- Demonstrate professionalism, punctuality, enthusiasm, and a proactive approach to work.
- Exhibit teamwork and adaptability in dynamic and challenging work environments.
- Submit all deliverables, reports, or requested changes within deadlines.
- Ability to meet the physical demands of fieldwork with reasonable accommodations.
- Frequent travel and ability to drive to project sites.
- Cognitive ability to plan travel, use maps or GPS systems, and perform accurate data entry.

## WORKING CONDITIONS

- **Fieldwork:** Work in a variety of settings, including coastal, inland, mountain, and desert environments, and can include hiking over rugged terrain and long distances, inclement weather, and driving into remote areas, on and off road.
- **Travel:** Willingness to travel long distances for projects, for multiple weeks at a time, with overnight stays. While these are likely to include hotel lodging, camping may sometimes be required.
- **Risks:** Exposure to potential hazards, such as dangerous wildlife (e.g. ticks, bees, rattlesnakes, scorpions, mountain lions, bears), hostile public, dangerous driving conditions, construction site hazards, and extreme weather conditions (heat, cold, rain, wind, sleet or snow).

## LOCATION

Various locations throughout California, including but not limited to Shaver Lake, Lake Elsinore, Inland Empire, San Bernardino, Bakersfield, Coalinga, Fresno, Sacramento, Auburn, Foothills, Lower Sierras, Santa Cruz, Monterey.

Occasionally, work may also extend to Arizona, Nevada, New Mexico, Oregon, Washington, and beyond.

## SALARY

\$27 - \$32 per hour, depending on experience

## STATUS

On-call/Non-Exempt. Hours are flexible and can range anywhere up to 40+ hours per week depending on season, employee preference and availability, location, and client needs.

## 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

\*Eligibility is dependent on duration of work and workload (hours per week)

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”:

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, &  
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.

ARCHAEOLOGIST

JOB DESCRIPTION

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.

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