



**POSITION DESCRIPTION:
ASSOCIATE ENVIRONMENTAL PLANNER**

POSITION PURPOSE

Associate Environmental Planners determine the best way to use land and resources. Associate Environmental Planners assist more senior planners in plotting out the best use of land and geographic resources in urban and rural areas. They plan out infrastructure construction and use over time and must learn to think analytically about the best way to use and develop urban resources, maintain the health of communities and work to protect the environment from serious hazards. This position is a professional position with responsibility for compiling and interpreting complex data, then utilizing the information to prepare technical documents including General Plans and Specific Plans. This position is one of a team member who works with direction from his/her supervisor, and expresses a higher level of independence than an Assistant Environmental Planner by performing more complex tasks with less direct oversight.

WHAT YOU'LL DO

ESSENTIAL TASKS AND RESPONSIBILITIES

- Conduct and oversee research and documentation in support of NEPA and CEQA document preparation, and technical planning studies
- Perform environmental analysis and coordinate permitting and other issues with agencies
- Perform various planning tasks which may require interpretation or coordination of complex components (i.e., policy interpretation, habitat restoration, client specifications, etc.)
- Develop recommendations affecting environmental issues associated with land use. Provide input and creative solutions to assist in solving those issues that may conflict with the client's initial project plans
- Provide input on EIRs, EAs, and other technical documents
- Interpret, compose, and review Categorical Exclusions, EAs, EIRs, and other documents
- Draft maps, utilizing GIS, in support of NEPA and CEQA documents
- Assist in preparing noise, air modeling, land use, and socio-economic studies
- Prepare drafts of technical memoranda, meeting minutes, transmittals, presentations, and other written materials
- Research local, county, state and federal ordinances and regulations
- Compile, analyze, and prepare data and other materials for proposals and proposal presentations

WHO WE NEED

ESSENTIAL SKILLS AND ABILITIES

- Ability to learn to develop plans for utilization of land and physical facilities of cities, counties, and metropolitan areas, applying planning principles and practices
- Ability to develop creative solutions to project issues
- Ability to take direction and use initiative to complete tasks without direct supervision
- Ability to organize, collect, and analyze data, generate and evaluate alternatives, reach logical conclusions, and formulate consistent recommendations as necessary



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- Ability to learn to compose project reports and other technical documents
- Knowledge of GPS and GIS applications
- Proficient in MS Word and Excel
- Quantitative analysis skills
- Ability to work in a team environment
- Critical thinking skills
- Technical writing skills
- Ability to sit and stand for long periods
- Strong ability to communicate well (in writing and verbally) with other staff, clients, and agencies to accomplish team goals
- Visual acuity and manual dexterity
Repetitive wrist and hand motions required
- Ability to travel to field sites and walk long distances may be required on occasion

PREFERRED SKILLS AND ABILITIES

- Desire to be helpful to internal and external clients
- Ability to create strong relationships, including one of a mentor/protégé capacity
- Able to remain flexible with the ever-changing workload, working conditions and project/agency requirements
- Ability to drive one's own career path, develop relationships with mentors, and seek opportunities for growth
- Well organized and unafraid to work against a deadline
- Proven self-motivation

EDUCATION

- Bachelor's degree in land use, urban, regional, or city planning, community planning, landscape architecture, geography, or related field. AICP preferred
- Knowledge of basic purposes and functions of planning division, methods in designing research studies and identifying and utilizing data sources
- Knowledge of title reports, tentative maps, and entitlements strongly desired

EXPERIENCE

- Bachelor's degree in environmental planning, natural resources management, or environmental science. AICP preferred
- Knowledge of title reports, tentative maps, and entitlements a plus
- Knowledge of NEPA and CEQA requirements and implementations

ORGANIZATIONAL RELATIONSHIPS

The Associate Environmental Planner collaborates with all members within the planning discipline. Associate Environmental Planners report to a Group Leader/Branch Manager. The Associate Environmental Planner is encouraged to create a mentor/protégé relationship with one or more senior members of the planning team and may be asked to act as a Teaming Advisor for junior staff. Associate Environmental Planners are expected work seamlessly with planning team members, as well as team members from other disciplines throughout the entire company in order live our "One Company" vision.



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| I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION ABOVE | |
| PRINT: | DATE: |
| SIGNATURE: | SUPERVISOR/HR: |