

ASSISTANT PLANNER

Job Description

Terry A. Hayes Associates Inc. (TAHA) is searching for an entry level Environmental Planner to join our team. This position will be responsible for assisting in the preparation California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) environmental documentation for a wide variety of projects, conducting research and analysis of data, as well as proposal support. Project types may include transportation, community plans, specific plans, and small commercial and residential development.

TAHA will provide extensive in-office training in all aspects of environmental document preparation, including, but not limited to, air quality and noise modeling, 3-D modeling for visual analysis, proposal preparation, and graphics preparation.

Responsibilities:

- Assist in the preparation of CEQA/NEPA compliance documentation
- Field monitoring
- Research and data analysis
- Noise and air quality modeling
- Prepare graphics
- Develop supporting figures and mapping for various projects using GIS and/or CAD
- Prepare various technical reports
- Assist in project management tasks, as needed
- Prepare a variety of reports, memos, letters, etc.,
- Collaborate with clients, project team members, and resource and regulatory agencies to ensure project success
- Take initiative and resolve problems
- Ensure tasks are completed in the most effective manner with a high-degree of quality and reliability
- Attention to scope of work, project schedule, and project budgets
- Work closely with TAHA staff to promote TAHA's business interests in adherence to its mission, vision, and values
- Assist with office tasks, when needed, including answering phones and document assembly

Skills and Abilities:

- Excellent verbal, written, analytical, and interpersonal communication skills
- Self-motivated with attention to detail
- Understanding or experience with CEQA/NEPA is a plus
- Familiarity with mapping software, such as ArcGIS and Map Info, is a plus
- Flexibility and willingness to learn and implement company procedures and new concepts
- Ability to constantly improve methods and approaches
- Ability to work as a member of a team, as well as independently
- Ability to coordinate numerous projects simultaneously
- Possess an understanding and interest in consulting and client business relationships

Qualifications:

- Bachelor's degree in environmental science, urban planning, or a related field
- Proficiency with Outlook, Word, PowerPoint, Excel, and Acrobat