Environmental Planner
Our client is currently seeking a high caliber Assistant Environmental Planner II for a long-term basis within our client's team of experienced professionals. Based in Irvine, CA

The Assistant Planner II serves as an advanced-level environmental planner responsible for managing tasks and contributing to complex CEQA/NEPA projects. This position involves increased autonomy, direct client coordination, mentoring of junior staff, and participation in project strategy discussions. The ideal candidate is detail-oriented, proactive, and seeks to grow into a Project Manager or Associate Planner role.

Job Requirements

- Lead preparation of full sections of CEQA/NEPA documents, including Initial Studies, MNDs, EIRs, Lead preparation of full sections of CEQA/NEPA documents, including Initial Studies, MNDs, EIRs, response to comments, and technical report integration and, as necessary, delegate drafting to Coordinators and Assistant Planner I.
- Independently manages small to mid-scale projects with increasing complexity (i.e., MNDs, 15183 justifications, EIRs
- Review and provide feedback on moderate technical studies with limited senior oversight and advanced technical studies with senior oversight.
- Maintain a deep understanding of mitigation measures and be able to coordinate mitigation requirements with project team, including client.
- Provide quality control review of deliverables prepared by Assistant Planner I staff.
- Develop scopes, schedules, and budgets with proactive escalation to senior staff as necessary.
- Identify risks to project delivery and proactively escalate issues to senior staff and clients as needed.
- Coordinate with subconsultants and agencies to ensure timely input and consistency.
- Lead meetings and serve as primary point of contact for clients, subconsultants, and agencies for small to mid-scale projects.
- Attend hearings to represent independently managed projects
- Contribute to the drafting of proposals, RFP responses, and change orders.
- Mentor and train junior staff on technical writing and analytical methods.
- Uphold company's core values and represent the firm professionally with clients and partners.

Qualifications:

- 3-5 years of progressive experience in CEQA/NEPA documentation
- Education: Bachelor's Degree in Environmental Planning, City Planning, Public Policy, Urban Planning, Environmental Science, or related field preferred
- Proven ability to independently draft and review environmental document sections.
- Strong understanding of entitlement and environmental review processes.
- Excellent technical writing and editing skills.
- Proficiency in Microsoft Office Suite and collaborative work tools.
- Strong interpersonal and leadership skills; proven ability to support and mentor junior staff.
- Ability to independently advance project timelines

Employment Type: Direct, Permanent

Location of Position: Irvine, CA

Location Type: Office, Project Site

Generate Personnel is an Equal Opportunity Employer that recognizes the value of a diverse workforce. Employment decisions are based on job related criteria and not on the basis of any unlawful criteria. We ensure equal access to employment opportunities, services, and programs.

Must have legal right to work in the United States. We thank all applicants for their interest; however, only those selected for interviews will be contacted.