

Title: Part-Time Arizona-based Master/Environmental/Community Planner

Marstel-Day, LLC, an environmental consulting and planning firm, seeks one or more Mid-Level Master, Environmental and/or Community Planners to provide professional services support for a private sector sustainable commercial development project, in Arizona, and potentially in other states and locations throughout the United States.

The position(s) would initially be On-Call employment (or a consulting arrangement) in support of various contract support activities in the areas of master planning, sustainable building and landscape design, stakeholder outreach and engagement and charette facilitation, with the potential for transition to a salaried position.

Marstel-Day is an equal opportunity and affirmative action employer, and women and persons of color are encouraged to apply for this position.

FUNCTION/ROLE

Provide environmental and community master planning consulting to support development of a design and master plan for a sustainable, environmentally responsible integrated mixed-use development. Provide comprehensive and detailed integration with design and engineering partners, local jurisdictions and key stakeholders for multi-phased site development. In-State, local travel, to the development site will be required. Manage the work assignments within the prescribed timelines and deliverables. Undertake project administrative support for schedule coordination, task tracking, and logistics planning are included in position role and responsibilities. Support developer marketing activities to include potential tenant communication.

Primary Duties

- Understand local and state regulatory protocols and ensure planning compliance for a project in the State of Arizona.
- Identify environmental and sustainability challenges and incorporate mitigation strategies and solutions into the planning process
- Evaluate architectural, structural and civil designs in support of master planning and environmental sustainability goals.
- Identify and develop sustainability options to satisfy project objectives of client.
- Develop and maintain client relationship management as requested.
- Ensure coordination and integration with all teaming partners.
- Maintain routine collaboration with the Marstel-Day Project Team.
- Perform such other duties related to site design and planning as identified by the supervisor or assistant project manager when deemed necessary.

Additional Duties

- Maintain currency of regional design and planning initiatives.
- Maintain necessary State certifications as needed.

Qualifications: Applicants must have:

- A Bachelor's Degree in environmental planning, landscape architecture, Geography, sustainability or municipal/regional planning from an accredited university or college.
 - A grade point average of at least 3.7 (on a 4-point scale) is a plus.
- Past work as an environmental and/or municipal/regional planner in Arizona.
- Four years of applied experience and knowledge in facility, community or landscape design, planning, or operations.
 - Experience or a background in environmental planning is a plus.
 - AICP Certification as a Professional Planner a significant plus.
 - Registration as a landscape architect or similar professional status is a plus.
- Experience in planning report preparation.
- A demonstrated determination to provide excellent support to meeting client requirements.
- Intellectual curiosity, paired with excellent oral and written communication skills
- Availability for travel as required. (The Company has promulgated safety procedures, including for travel, in relation to the COVID-19 pandemic.)
- A demonstrable and strong commitment to a conservation ethic and a commitment to use green best-management practices in the performance of their work.
- A demonstrated ability to prepare communication materials (e.g., PowerPoint presentations, White Papers, public announcements) a significant plus.

The incumbent must:

- be eligible to work in the U.S. (DHS Form I-9 must be completed by the incumbent and submitted to DHS for verification of citizenship and eligibility through E-Verify)
- submit to a background check as a condition of any final offer of employment (Depending on the exact nature of the work, the applicant may also be required to submit to a credit and financial background check. This required contingency and evaluation continues even after hiring.)

Salary and Benefits:

The Company will pay a competitive salary commensurate with the incumbent's level of education, certification/registration, experience and responsibilities. Part-time employee benefits depend upon the number of hours generally worked and are dependent upon statutory/regulatory requirements and benefit-provider policies as well, but all part-time employees receive 1 hour of sick leave for every 30 hours of work up to a maximum of 56 hours in a year. (If an individual were to transition to full time employment, they would receive access to a Company provided health plan and 401(k) plan; receive disability and life insurance coverage; receive holiday and personal leave accruals and other benefits.)

Application Requirements:

If reading this open position announcement on our Company's website employment page, follow the instructions provided on the employment page. If viewing this announcement on another independent employment web site, there may be additional site requirements that are necessary for submittal of an application. If reading this announcement offline or on a site that does not link to our webpage, go to

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5dd5fada-13a4-4908-9840-3384319f763b&ccld=19000101_000001&type=MP&lang=en_US

Please follow all instructions and directions provided on the Company's employment page. Submit a cover letter, resume, a minimum of 3 professional references, a copy of your most recent transcripts, and a brief writing sample (6-8 pages). Submittals that do not include all of the required items will not be considered complete.

Essential Functions Description:

The incumbent will indoors and outdoors. Work activities will require some site / building inspections and may require walking through difficult terrain. For certain projects, the incumbent may be tasked with preparing written communications including the use of e-mail and other electronic reproduction of words, graphs, and photos. Furthermore, the incumbent may be required to make regular use of and be proficient with computers, tablets, telephones, mobile communication devices, copy machines and printers.

Equal Employment Opportunity and Affirmative Action Policy:

Marstel-Day provides equal employment opportunities to all employees and takes applicants without regard to race, color, religion, gender, sexual orientation, national origin, genetic information, age, disability, military status, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal and state laws. In addition, the Company complies with applicable state and local laws governing nondiscrimination in employment and takes affirmative action to develop and promote a diverse workforce in every location in which the Company has facilities or places its employees for assignment. This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.