**Environmental Planner III - Remote, US**

[Environmental Planner III - Remote, US in United States | Bowman Consulting Group, Ltd.](https://careers.bowman.com/jobs/9104?lang=en-us)

**Short Description**

Bowman has an opportunity for an Environmental Planner III to join our team remotely.

At Bowman, we believe in creating opportunities for aspiring people to thrive and achieve ambitious goals. That's why a career at Bowman is more than a job. It is an opportunity to be part of a diverse and engaged community of professionals, to be treated as a respected and valued member of a motivated team and to be empowered to do exceptional work that advances the best interest of everyone involved. We recognize the importance of creating a work environment that is both rewarding to our employees and supportive of our unwavering commitment to provide unparalleled service to our clients.

**Purpose**

Mid-level to senior-level professional position performing a variety of environmental professional planning-related activities with a centralized focus on the National Environmental Policy Act (NEPA), Massachusetts Environmental Policy Act (MEPA), Rhode Island environmental laws, and Connecticut Environmental Policy Act (CEPA) for transportation, residential, commercial, and land development projects. Transportation projects may involve elements such as Complete Streets design, Vision Zero, First/Last Mile connections to transit, Transportation Demand Management, transit service planning, parking studies, pedestrian and bicycle facilities for all ages, environmental sustainability, landscape architecture, and community planning.

**Responsibilities**

**Leadership and Direction**

* Receive general instruction on key objectives for execution. Receive direction as needed, and especially complex assignments, modified techniques, and new approaches on assignments with conflicting criteria. Work is completed using advanced techniques and principles and is reviewed by more senior staff to ensure application of sound professional judgement. Review work produced by junior staff for quality assurance.
* May work with team of colleagues in equivalent roles to share technical proficiency, guidance, mentorship to junior staff, and delegation of assignments. May occasionally provide feedback to managers.

**At the Operational and Company Level**

* Work closely with more senior staff members to learn about and assist with Planning work including transportation planning.
* Assist with the marketing of the firm’s capabilities to establish new clients and enhance relationships.
* Coordinate with other disciplines and internal services/groups/offices as necessary.

**Do the Work**

* Support the environmental planning team in performing project determination analysis.
* Contribute to the technical analysis and preparation of entire documents or sections of environmental compliance documents.
* Conduct research and prepare statistical reports on land use, physical project site issues through the collection of a variety of statistical data, maps, and other graphics.
* Prepare conceptual plans for various projects.
* Lead in the preparation of feasibility studies and reports.
* Lead in the preparation of submittal documents to obtain permits.
* Lead in the preparation of grant applications and associated services related to funding programs.
* Perform research for the preparation of NEPA, MEPA, CEPA related documents such as Categorical Exclusions, Environmental Assessments, Environmental Notification Forms, Environmental Impact Statements, and Environmental Impact Reports.
* Assists clients and project manager(s) in developing and reviewing Categorial Exclusions, Environmental Assessments, Environmental Notification Forms, Environmental Impact Statements, and Environmental Impact Reports.
* Develops and reviews technical reports, permit application packages, and mitigation monitoring plans, processing of NEPA, MEPA, and CEPA related compliance documentation, and technical studies.
* Manage and assist with document preparation and project record maintenance.
* Coordinate project delivery schedules, handle logistics, disseminate and maintain related information and resources, assist with budget tracking and invoicing, meet with team members for progress tracking, and respond to team member or client questions about projects.
* Assist with conducting research and preparing statistical reports on land use and physical project site issues through collecting statistical data, maps, and other graphics.
* May perform field site inspections to gather data relevant to the development review process to verify that development projects comply with approved plans.
* Apply critical thinking and problem-solving to evaluate, select, and adapt standard techniques and procedures in the development of environmental compliance and planning documents.Assist with the development of meeting and project materials as necessary (e.g., presentation boards, handouts, agendas, and schedules). Compile meeting results, including PowerPoint presentations, and other materials.
* Attend occasional evening and/or weekend meetings based on project needs.
* Coordinate with the Bowman Environmental Planning team to complete project tasks consistent with cost and schedule objectives.
* May serve as adjunct planning staff for public agency clients.

**Success Metrics and Competencies**

* Ability to work both independently and within a team environment.
* High degree of discretion and ability to manage highly confidential information.
* Highly motivated and problem-solving attitude.
* Strong sense of urgency in responding to constituents.
* Effective verbal and written communication skills.
* Strong work ethic and commitment to quality.
* Self-reliance and ability to operate independently with limited direction.
* Commitment to promoting the reputation of the company through quality of work.
* Aspirations to grow professionally and advance within the company.
* Effective working relationship with internal leaders and peers, as well as external clients.
* Commitment to becoming a “citizen” of the broader organization, breaking down barriers and silos.
* Commitment to working in partnership with others inside and outside the organization.
* Ability to effectively manage multiple time-sensitive tasks.
* Data analysis and interpretation skills.
* Perform other duties in support of the New England region’s goals and objectives.

**Qualifications**

* Bachelor’s degree in urban or environmental planning or related field required.
* Five or more (5+) years of relevant experience in the environmental planning industry a plus.
* Certification in AICP or ALA and a licensed registered professional or equivalent experience.
* Prior consulting experience preferred.
* Extensive experience authoring NEPA, MEPA, CEPA environmental compliance documents preferred (e.g., Categorial Exclusions, Environmental Assessments, Environmental Notification Forms, Environmental Impact Statements, and Environmental Impact Reports , etc.).
* Knowledge of 3D modeling programs, graphic design applications, and ArcGIS is strongly preferred.
* Knowledge of Google Earth and/or GIS.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
* Experience reading construction plans for roadways, intersections, and bridges.
* Ability to conduct quality assurance/quality control (QA/QC) review of documents.
* Ability to review technical studies prepared by subconsultants and draft memorandums summarizing the findings.
* Familiarity with issues related to environmental planning, conservation planning and/or natural resources planning preferred.
* Previous experience completing environmental assessment tasks for NEPA, MEPA, CEPA, and environmental planning projects and familiarity with NEPA, MEPA, CEPA,  local, state, federal compliance, and an understanding of policy planning, land use permitting, and environmental regulations and processes.
* Experience with the preparation of proposals and statements of qualifications in response to RFPs and RFQs.
* Must hold a valid state driver’s license and successfully pass a motor vehicle check or reliable form of transportation to/from the office and/or project site strongly preferred.

**Physical Demands and Working Environment**

* Primarily indoor professional office environment which may include bright/dim light, noise, fumes, odors, and traffic.
* Mobility around an office environment.
* Frequent and prolonged use of standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
* Occasional outdoor work environment which may include adverse weather conditions, varying temperatures, excessive noise, and/or potential hazards.
* Mobility around a job/construction site to include walking, bending, crawling, climbing, squatting, or kneeling and wearing of required Personal Protective Equipment (PPE).
* Occasional use of data collection equipment and/or drones, necessitating walking the assigned study area to complete data collection over the course of several hours.
* Primarily local travel during the business day, although some out-of-the-area and overnight travel may be required according to the needs of the business.
* Occasional lifting or carrying up to 20 pounds.
* Occasional pushing or pulling up to 20 pounds.
* Occasional reaching outward or above shoulder.

#LI-JJ1

**Job Description Disclaimer**

Note: While this job description is intended to be an accurate reflection of the job requirements, it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary at any time with or without notice.

Bowman is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. For our EEO Policy Statement, please click [here](https://bowman.com/wp-content/uploads/2023/11/EEO-Policy-1.pdf). If you’d like more information on your EEO rights under the law, please click [here](https://www.dol.gov/general/topic/discrimination).

Bowman has an obligation to provide and maintain a safe, healthy, and productive environment for its employees and clients. We are committed to maintaining a drug and alcohol-free workplace.

If you have any questions about the application process, please email recruiting@bowman.com.