Job Title: Environmental Planner/Project Manager

Job Description:
Archaeological Consulting Services, Ltd. (ACS) is seeking a full time Environmental Planner to provide technical services for environmental permitting/compliance projects. The successful candidate will have education and/or experience in environmental planning, including a working knowledge of the NEPA process and of the required disciplines typically included in a NEPA analysis. The candidate will be responsible for project management responsibilities, which may include assisting with public involvement and agency coordination efforts, writing sections of NEPA documents, and supervising the implementation of the NEPA process. Preference will be given to candidates with experience working on ADOT projects and in other environmental consulting disciplines, especially hazardous materials, 404 compliance, biology, and/or marketing.

Education, Experience, and Skills:
A Bachelor’s or Master’s degree with equivalent 3-5 years progressive experience is required in environmental or urban planning, environmental sciences, or natural resources management. Computer skills are required and include: MS Word; MS Excel; MS PowerPoint; experience with MS Project is a plus. In addition, the successful candidate should demonstrate an adeptness at multi-tasking in a fast-paced environment, the ability to work independently or as part of a team, strong attention to detail, and strong written and oral communication skills.

Please submit a cover letter and resume with at least three references.

ACS provides a generous benefits package, including vacation and sick days, heath/dental/vision insurance, holidays, 401(k), etc.

Salary is competitive and commensurate with experience.

Contacts:
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