



TRANSCON
environmental

Job Title

NEPA Planner

Job Description

The Mesa, Arizona office of Transcon Environmental is seeking professionals with training and experience preparing NEPA analysis. Candidates shall demonstrate experience working on NEPA projects and preparing NEPA documents, or sections of documents, such as Categorical Exclusions and Environmental Assessments. Responsibilities will include assisting with public involvement; scheduling; coordinating with tribal, state, and federal agencies; writing sections of NEPA and other compliance documents; and assisting project managers in completing and implementing a variety of other project-related tasks. It is critical for candidates to demonstrate the ability to work independently or as part of a multi-disciplinary team.

A Bachelor's degree in Landscape Architecture, Environmental or Urban Planning, Environmental Sciences, Natural Resources Management or a closely related field is desired. Experience in environmental planning, urban/regional planning, environmental science or a related field is preferred. Seeking candidate familiar with MS Word, MS Excel, MS PowerPoint, and Adobe Acrobat. The ability to work on multiple projects simultaneously in a fast-paced environment; ability to work independently or as part of a team; strong attention to detail; strong written and oral communication skills are also required.

The position is full-time, salary, exempt, and eligible for full benefits. Transcon provides a generous benefits package, including vacation/sick days, health/dental/vision insurance, holidays, 401(k), etc. Compensation will be based on qualifications, proficiencies, level of education, and years of experience.

TO APPLY:

Send the following to human resources at humanresources@transcon.com:

- one-page cover letter
- resume
- writing sample (3-page limit)
- three references (include a supervisor and a co-worker)