Senior Environmental Planner (Menlo Park and Encinitas, California)

About Insignia Environmental

Insignia Environmental (Insignia) is a growing environmental consulting company focused on the needs of energy and infrastructure clients. Our staff has a foundation in engineering, science, and real-world construction experience that translates into environmental documents and programs that represent the best in class for our clients and the environment. Insignia holds performance and responsiveness paramount while working with clients to meet their environmental needs, often on expedited timelines. We pride ourselves on knowing the latest environmental regulations, understanding the goals of our clients and regulatory agencies, and producing high-quality deliverables.

Why Join Us?

At Insignia, we work hard and take pride in the reputation of excellence that we have earned in our industry. The diversity of our projects ensures that employees are appropriately challenged and learning new things. We are looking for employees who strive to be the best in their field and enjoy exchanging knowledge in an interactive environment. Insignia also encourages and supports our employees in workshop and conference attendance to continue education in their fields.

Insignia offers a casual, enjoyable work environment and generous benefits, including a 401(k)-equivalent program, medical insurance, and paid time off. Candidates must be comfortable with dogs, as several large ones “work” in our office.

Position Details

Insignia is looking for an experienced Senior Environmental Planner to join our team. Responsibilities include 1) project management; 2) plan and report writing; 3) frequent interaction with clients/regulators; and 4) managing the preparation of planning documents, environmental review documents, and permit applications while working in an interdisciplinary team environment. This position also supports management staff in marketing efforts, including the preparation of proposals.

Job Description

* Plan, develop, coordinate, and direct multi-disciplined projects.
* Manage and provide technical review for the preparation of resource reports and technical sections of California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) documents.
* Manage and provide technical review of the preparation of resource agency permit applications, including Lake and Streambed Alteration Agreements, Clean Water Act Section 404 and 401 permits, and Endangered Species Act Section 7 and Section 10 documents, and National Historic Preservation Act Section 106 documentation.
* Apply understanding of federal, state, and local regulatory requirements.
* Lead and supervise teams as well as coordinate various subconsultants.
* Ensure work is conducted within the assigned constraints (i.e., budget and schedule).
* Prepare scopes and costs for project proposals.

**Requirements**

* Bachelor's degree or higher in biology, ecology, environmental science or planning, or other related science.
* Minimum of 5 years of experience with environmental consulting in a similar role, with at least 3 years demonstrated experience serving in a project management support role such as an Assistant Project Manager.
* Demonstrated experience with leading teams of scientists, or previous supervisory experience.
* Working knowledge of regulations pertaining to environmental protection, including CEQA/NEPA, Clean Water Act, National Historic Preservation Act, and Endangered Species Act.
* Demonstrated ability to complete projects on time and within budget.
* Excellent communication and organizational skills, as well as confidence in dealing with clients, regulators, and team members.
* Ability to exercise informed, independent decision making.
* Excellent writing and technical editing skills, with advanced experience in Microsoft Office.
* Rigorously detail-oriented with a commitment to accuracy.

Other

* Valid driver’s license and good driving record.
* Willingness and ability to travel when needed.

**How to Apply**

Interested applicants should submit a resume to [jobs@insigniaenvironmental.com](jobs%40insigniaenvironmental.com) with a brief cover letter or cover email. Please include the words “Senior Environmental Planner Resume” in the subject line of your email. We request that applicants refrain from calling our office directly regarding this position.

Insignia may request, for lawful employment purposes, background information about candidates from a consumer reporting agency in connection with employment.

Insignia is an equal opportunity employer. Insignia does not discriminate on the basis of race, color, religion, sex, pregnancy, childbirth, national origin, age, marital status, veteran status, sexual orientation, sexual identity, mental or physical disability, genetic predisposition or characteristics, or any other characteristics protected by applicable state or federal civil rights law.