



## Junior to Mid-Level Environmental Planner Tempe, AZ

### About Us

Founded in 1988, Commonwealth Heritage Group, Inc. (Commonwealth) is a full-service heritage consulting firm serving clients for projects of all sizes. Commonwealth is a small business and proud founding member of the American Cultural Resources Association, a trade association of the heritage management industry.

Since its founding, Commonwealth has grown to acquire other cultural resource companies including *Coastal Carolina Research, Inc.* in 2009, *Sagebrush Consultants, Inc.* in 2013, *John Milner Associates Inc.* in 2014, *SouthArc, Inc.* in 2020, and *Panamerican Consultants, Inc.* and *Archaeological Consulting Services, Ltd. (ACS)* in 2021. The acquisition enables us to work with customers nationwide from seventeen regional offices (Tempe, AZ; Tucson, AZ; Gainesville, FL; Lakeland, FL; Columbus, GA; Traverse City, MI; Littleton, MA; Minneapolis, MN; Tarboro, NC; Buffalo, NY; Columbus, OH; West Chester, PA; Memphis, TN; Ogden, UT; Alexandria, VA; Milwaukee, WI; and headquarters in Dexter, MI).

As an experienced industry leader, Commonwealth has consistently delivered quality services and value to its clients and has developed an outstanding reputation with clients and regulatory agencies for understanding the intricacies of heritage management planning, permitting, and project implementation.

The company's portfolio reflects numerous accolades and acknowledgments from the Environmental Protection Agency, the Federal Highway Administration, the Advisory Council on Historic Preservation, the American Society of Landscape Architects, the Society for American Archaeology, the American Cultural Resources Association, and the Michigan Department of State.

*Commonwealth offers an excellent range of benefits [health, dental, life, and disability insurance, paid leave, 401(k) plan with company match, etc.]. Commonwealth is an M/F/D/V Equal Opportunity Employer.*

### Job Description

Commonwealth is accepting applications for a full-time Environmental Planner to support a wide-range of public sector and private development projects. The successful candidate will have education and/or experience in environmental planning, including a working knowledge of the National Environmental Policy Act (NEPA) process. Technical experience in one or more of the disciplines typically required for NEPA review (e.g., biological resources [preferred] or hazardous materials) is a plus. Primary responsibilities include conducting background reviews/research; conducting analyses to identify potential effects; preparing text, maps, and graphics for NEPA and permitting documents; and assisting with public involvement and agency coordination efforts. Pay is dependent on experience, the range starts at \$21/hr.

### Qualifications

- A Bachelor's degree in Environmental Planning, Environmental Science, Biological Sciences, or related field
- 1–7 years of relevant work experience or a Master's degree in Planning, Environmental Science, or a related field and 1 year of experience in environmental planning
- Strong technical writing, organization, and communication skills required
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, SharePoint, Project, and Outlook)
- Experience with ArcGIS is highly desirable but not required
- Demonstrated adeptness in multi-tasking and meeting deadlines in a fast-paced environment
- Ability to work as part of a team and independently
- Strong attention to detail
- Experience preparing NEPA documents for public sector projects and/or private development projects
- Knowledge and experience in HUD and ADOT environmental regulations and HUD Environmental Review Online System (HEROS) highly desirable

Notice: As a condition of employment, Commonwealth requires that all of its employees be fully vaccinated against COVID-19 or approved for a medical or religious exception. If you are unvaccinated and applying for this position but believe you qualify for an exception, please contact Kathy Bowers at [kbowers@chg-inc.com](mailto:kbowers@chg-inc.com). You'll be



given the opportunity to submit an exception application to see if you're eligible to proceed further in pursuing employment with Commonwealth.

Apply today! Or find more information about this position and other available positions at [www.commonwealthheritagegroup.com/careers/](http://www.commonwealthheritagegroup.com/careers/). This position is open until May 30, 2022 or until filled, whichever is sooner.