



SRPEDD
Southeastern Regional Planning
& Economic Development District

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Westport

PRINCIPAL ENVIRONMENTAL PLANNER - OPEN POSITION ANNOUNCEMENT

Southeastern Regional Planning and Economic Development District (SRPEDD)

88 Broadway, Taunton MA / Hybrid Work Environment

Agency Website: www.srpedd.org

Environmental Department Home Page: www.srpedd.org/environment/

Position Summary

SRPEDD's Environmental Planning Department is seeking a proven project leader to advance our work program, contribute to agency goals, and engage in the work of enhancing environmental quality and resilience across Southeastern Massachusetts. More information about SRPEDD, the Regional Planning Agency serving 27 municipalities in Southeastern Massachusetts, can be found below the announcement, and on the agency website provided above.

Posted at the Principal Planner (P1) level, this position is designed for a serious candidate with real-world planning experience in the environmental or land use planning field after graduating with their MA/MS in the field of urban planning, regional planning, environmental science, or a related field. For this position, we are also seeking a candidate with background or strong interest in Greenhouse Gas reduction planning and policy development. SRPEDD's office is located in Taunton, Massachusetts. Per our hybrid office policy, employees are physically in the office an average of two days per week. The Environmental Department has a consistent group in-office day on Tuesday, during which we have our weekly staff meeting.

Under the supervision of the Environmental Programs Manager, with potential tasks also to be completed for the Transportation Planning Manager and/or the Comprehensive Planning Manager, the Principal Environmental Planner contributes to the diverse work program of a busy and growing Regional Planning Agency.

Primary Duties and Responsibilities

The Principal Planner works with the Environmental Planning Manager and colleagues to design projects, set deliverables and deadlines, and review work products. The Principal Environmental Planner acts independently as creative and technical lead on numerous plans, civic engagement efforts, and other work products. The position is responsible for acting as the main point of contact for communities in one sub-watershed (the Ten Mile River to Mount Hope Bay region; 6 municipalities), but will be engaged in projects throughout the SRPEDD region. The position's work program requires an understanding of the principles, practices, and methods of environmental planning and related technical assistance across the Environmental Department's seven main programmatic areas: (1) stormwater management; (2) floodwater management; (3) open space & recreation planning; (4) air quality; (5) climate change mitigation and climate change pollution reduction; (6) climate change adaptation; and (7) brownfields cleanup.



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PROGRAM SPECIFIC ESSENTIAL DUTIES AND RESPONSIBILITIES

- Independently leading and managing several planning projects, including but not limited to Watershed Plans, Open Space and Recreation Plans, targeted restoration studies, and civic engagement efforts, among others. Creative and technical authorship on planning work products.
- Delegating tasks to junior staff in collaboration with the Environmental Planning Manager and the broader Environmental Planning team.
- Collecting, organizing, describing, and presenting various forms of data, including but not limited to land use, socioeconomic, climate projections, infrastructure, and various other data for plans, studies, and reports.
- Assisting with local project management and program participation under the Department of Energy Resources (DOER) Green Communities Designation and Grant program.
- Assisting with SRPEDD's Climate Pollution Reduction Grant.
- Assisting with SRPEDD's Brownfields Community Assessment Grant.
- Preparing grant applications.
- Collaborating with external partners, including state and federal agencies and local municipalities.
- Independently scheduling and presenting work at public meetings.
- Taking notes and assisting in setting agendas for project team meetings.
- Constructing and updating web pages in WordPress.
- Creating flyers, social media posts and press releases in support of public outreach efforts.
- Completing frequent, high-quality GIS work within ESRI software (including ArcGIS Pro, ArcMap, ArcGIS Online, the Adobe Creative Suite, and Microsoft Office products).
- Providing data analysis, interpretation, and effective graphic and verbal data presentation. The preparation of effective PowerPoint presentations is a required skill.
- Graphic production and design of maps, diagrams, icons, charts, and figures for a variety of projects using the Adobe Creative Suite (especially InDesign) and Microsoft Office products.
- Responding to internal data requests on an as-needed basis.
- Completing field work as required.
- Assisting the Environmental Team in keeping up with major events in SRPEDD's jurisdictional area.
- Working collaboratively to arrive at constructive solutions as part of a team.
- Communicating effectively with internal staff, including participation in weekly staff meetings and time blocking sessions.
- Contributing to regular conversations about the Environmental Program's work culture.



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ADMINISTRATIVE RESPONSIBILITIES

- Reports on and monitors contracts as assigned.
- Assists with the preparation of invoices for specified contracts.
- Assists with reporting for state and federal grant programs.
- Assists in overseeing SRPEDD contractors and developing content for procurement documents
- Represents the Environmental Department at external meeting with project partners and at internal meetings with the SRPEDD Commission and its Committees.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum Qualifications: The following combinations of education and employment experience must be met in order to be considered for the position:

Education	And	Experience
MA/MS in City and Regional Planning, Urban Planning, Environmental Science, Sustainability, or a related field.		At least 3-5 years of relevant work experience.

Preferred Qualifications: Experience with or strong interest in Greenhouse Gas reduction planning and implementation.

Salary and Benefits

Starting Salary: \$70,000 - \$75,000, depending on qualifications.

SRPEDD has a competitive benefits package, inclusive of health insurance through the Massachusetts Group Insurance Commission, dental and vision insurance, disability insurance, life insurance, medical and child care flexible spending accounts, a retirement package through the Massachusetts State Pension Plan, and a Section 457 Deferred Compensation option. SRPEDD has a flexible and hybrid work schedule, competitive time off, a sick leave bank, and eleven paid holidays per year.

Requirements and Deadlines for Applications

Please forward a cover letter, resume, 3 work samples (consisting of maps, short writing samples, presentations, etc.), and 3 professional references via email by September 8, 2023, to:

Helen Zincavage, AICP, Manager of Environmental Programs at hzincavage@srpedd.org

SRPEDD is an Equal Opportunity employer. Position is open until filled.



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About SRPEDD and SRPEDD's Environmental Program

SRPEDD is a collegial workplace with experienced staff. We are looking for a proven self-starter and independent worker who is equally at home in a collaborative working environment.

SRPEDD's work includes habitat restoration and watershed protection, climate and hazard mitigation planning, open space and recreation planning, conventional energy reduction projects, brownfield redevelopment, community master plans, regional transportation and bicycle projects, build-out and fiscal impact scenarios, transit planning, zoning bylaws, drone surveys and 3D interior photography, economic development, infrastructure initiatives, and more. SRPEDD supports the four cities and 23 towns in our region to build community and enhance quality of life for all. Through careful collaboration, SRPEDD seeks to enhance equitable opportunities to envision and plan for the long-term future, foster sustainable growth, and cultivate the systems and networks that emphasize social justice and community development.

The Mission of SRPEDD's Environmental Program is stated as follows:

The human communities of Southeastern Massachusetts exist within, and are part of, an expansive natural landscape. The calling of SRPEDD's Environmental Program is to intentionally situate our region's built, human communities within their natural environment and to explain the forces that human communities, natural communities, and environmental dynamics exert on one another, both positive and negative. To that end, the Environmental Program pursues four types of projects, specifically, those that:

1. Minimize the negative impacts of human communities on the underlying natural landscape;
2. Maximize human stewardship of natural communities;
3. Minimize the impacts of destructive environmental hazards on human communities; and
4. Maximize the benefit to human communities of well-functioning natural systems.

All of our work takes place on a warming world. As such, in all of our work, we explicate the connection between project-based outcomes and the larger effort to mitigate or adapt to the climate crisis and increase community resilience.