

## **JOB POSTING**

### **PLANNING PROJECT MANAGER**

**Bowers + Kubota Consulting** is a full-service construction and project management firm with A-E design services. We work with leading organizations, often in highly structured and regulated operations, to tackle their most difficult and unique management challenges.

Listed as a National and Local Best Place to Work, Bowers + Kubota Consulting is seeking an experienced **Planning Project Manager** to join our team. The Planning Project Manager works with both public and private sector clients in obtaining land use entitlements and permits required for development.

#### **JOB QUALIFICATIONS:**

- Minimum Bachelor's degree from an accredited college or university, with specialization in Planning, Architecture, or related field
- Minimum 10 years professional experience in city planning or related planning activities
- Minimum 2 years of Project management experience
- American Institute of Certified Planner (AICP) certification preferred
- Geographic Information Systems knowledge education or experience
- Hawaii Land Use System, Zoning Code and Entitlements experience preferred
- Knowledge of principles, practices, purposes, scope, and techniques of various phases of land use planning, and the preparation, maintenance, and operation of a comprehensive plan for the improvement and development of a diversified urban and suburban jurisdiction
- Familiarity with GIS tools in support of technical analyses
- Familiarity with economic and social aspects and implications of city planning
- Familiarity with Federal, State, and local laws and ordinances relating to planning, zoning, land subdivision, and redevelopment
- Problem-solving, negotiation and organizational skills
- Written and oral communication skills, including the editing, oversight and preparation of technical reports, and the presentation of information to clients, government entities and various committees
- Interpersonal and public relations skills to work effectively with clients, co-workers, government officials, other customers, and community organizations
- Experience implementing public involvement plans and/or managing public comments preferred
- Experience working in diverse settings
- Basic Microsoft Office (Word, Excel, Power Point)
- Valid driver's license

#### **ESSENTIAL JOB FUNCTIONS:**

- Work with the graphics designer to prepare graphics for reports or presentation purposes
- Review and comment on special studies required for a project, such as biological reports, archaeological or cultural reports, traffic studies, infrastructure studies, and other studies as may be required for the project
- Provide logistical support at meetings and public outreach activities
- Provide logistical support, record keeping and participate in soliciting feedback and assist with drafting presentation materials and actively participates in discussion
- Prepare land use and entitlement applications under supervision of others or independently
- Prepare (research and write) and format technical and feasibility reports up to the final submittal stage and assist with compiling the draft and final reports, directing, and reviewing the preparation of reports and records by Planning Department staff



- Coordinate with local planning and regulatory agencies to understand requirements, procedures, and timelines
- Conduct quality reviews of planning documents
- Prepare scope and fee proposals with subconsultants
- Prepare qualifications and marketing materials for pursuits
- Develop network of clients
- Identify potential owner and community concerns related to the development plans.
- Prepare Environmental Assessments and Environmental Impact Statements based on HRS Chapter 343 (as amended) or NEPA
- Prepare and direct the preparation of physical plans
- Apply professional competence with specialized knowledge of land use planning, community planning, and facility planning
- Prepare permit applications, such as:
  - Section 404 Department of Army (DA) Permit;
  - Section 10 DA Nationwide Permit;
  - Section 401 State Department of Health Water Quality Certification;
  - National Pollutant Discharge Elimination System (NPDES) Permit;
  - Special Management Area (SMA) Permit;
  - Shoreline Setback Variance (SSV);
  - Conservation District Use Permit (CDUA);
  - Coastal Zone Management (CZM) Consistency Review; and,
  - Other permits that may be required for the project.
- Represent the company in public meetings and meetings of the Planning Commission, Zoning Board of Appeals, and with individuals or community groups as required
- Develop technical studies to address issues such as siting, space optimization, area development, alternative courses of action, and project requirements
- Participate in conferences and meetings involving departmental programs and functions
- Speak effectively to individuals and groups and conduct investigations and meetings with property owners and clients
- Maintain cooperative relationships with government agencies, civil organizations, and the public
- Other duties as assigned

**LOCATION:** Honolulu, HI

**SALARY RANGE:** \$99,840 – \$120,640 per year depending on experience

Please apply direct online at: [www.bowersandkubota.com](http://www.bowersandkubota.com)

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