



CSG Consultants is an employee-owned civil engineering consulting firm working exclusively with public agencies to deliver successful solutions for safe, vibrant and sustainable communities. CSG is headquartered in the San Francisco Bay Area and operates offices throughout California. We are seeking a highly qualified Assistant Plan Check Engineer to join our engineering team in the San Francisco Bay Area.

This is an entry level professional position in the classified service. Incumbents in this classification represent the municipality before the public on land use matters. Responsibilities include basic professional level planning services in the areas of current planning and advanced planning; and to provide assistance to higher level management staff, as well as demonstrating good diplomatic skills in dealing with the public and staff. The Assistant Planner is distinguished from the Associate Planner by the performance of the more routine tasks and duties assigned to positions within the series. The Assistant Planner performs entry level professional planning duties for the City under the direction of a Senior Planner and/or a Principal Planner. To apply for this position, please go to <https://www.csgegr.com/job/assistant-planner-full-time/>. ***This is a full-time position with benefits.***

Benefits Offered

Comprehensive benefits package including: 401(k) plus company match, 12 paid holidays, 3 weeks of paid time off (PTO), medical, dental, vision, FSA, EAP, Life/AD&D, LTD, voluntary life insurance, and casual work environment.

RESPONSIBILITIES

- Assists the senior staff in the administration of subdivision and land use regulations.
- Assists developers in filing applications for land use review, including mapping and compiling data, General Plan, zoning, subdivision, variances, use permits, environmental review, and design review.
- Distributes applications to agencies and individuals concerned with proposed developments.
- Makes field inspections.
- Provides support to the Permit Center, cooperates with property owners, project developers, public officials, and consultants in review of plans for development.
- Acts as Project Manager for more routine Planning applications.
- Conducts architectural review, and develops special studies as needed.
- Maintains planning data using various computer software programs.
- Prepares graphics, public notices and distribution lists for public hearings and/or meetings.
- Reviews and compares plan sets for consistency.



- Respond to basic inquiries from the general public and resolve issues related to the City's planning and zoning procedures and specific permits.
- Research and provide information to City staff and the general public regarding land use issues and standard environmental documentation.
- Develops special studies and general reports.
- May represent the municipality at Planning advisory committees, other committees and agencies.
- Prepare a variety of reports and draft ordinances for City staff, the City Council, Zoning Administrator and the Planning Commission.
- Prepare correspondence to fulfill policy and legal requirements and other similar documents.
- Perform other related duties as required.

QUALIFICATIONS

- Bachelor's degree from an accredited college with a major in planning, architecture, engineering, landscape architecture, natural resources, or social science.
- At least 6 months of experience as a planning intern with a municipality or other local government agency. Any combination of experience and training that would provide the required knowledge and abilities is qualifying.
- Professional education or certification in Urban Planning or a related field is desirable.

Knowledge of:

- Research and data collection methods.
- Principles and practices of planning and zoning administration.
- Environmental protection regulations such as California Environmental Quality Act (CEQA), National Environmental Policy Action (NEPA), Clean Water Act, National Historic Preservation Act, Endangered Species Act, etc.
- State and local laws pertaining to land use such as Williamson Act, Historic Preservation Programs, etc.
- Relationship of land use planning to the requirements of other reviewing agencies such as Fire Marshal's Office, Environmental Health, Land Development Engineering, Geology, Roads and Airports, and Building.
- Principles of effective customer service.
- Effective report writing and presentation techniques.
- Statistics and math applicable to planning and property development.
- Common computer applications such as word processing, spreadsheet, database management, internet, and geographic information systems.



Ability to:

- Learn the principles, concepts and techniques related to planning and zoning administration.
- Learn to review project descriptions, plans or field conditions and apply policy and code provisions to determine conformance.
- Interpret the zoning ordinance and other policy documents.
- Collect and analyze data.
- Prepare clear and concise reports.
- Communicate rules and procedures tactfully and effectively.
- Work on several projects or issues simultaneously.
- Build relationships and work respectfully, tactfully and creatively with the public, agencies and staff.
- Speak and write effectively.

WORKING CONDITIONS

- Ability to work independently or in a team environment.
- General office environment.
- Regularly requires working in sitting position with computer for extended periods.