

## Land Use Planner

### Tualatin, Oregon

AKS Engineering & Forestry is seeking a Land Use Planner for our Tualatin, Oregon office. This is a full-time position reporting to the Principal Planner and working closely with other company Project Managers. This person will provide support for site development projects by applying land use policy and regulations and will manage the preparation of land use entitlements. This is an excellent career opportunity for a highly motivated land use planner with 3 - 5 years of experience in site development design. A successful candidate will be able to work independently with minimal supervision while collaborating with other multidisciplinary team members. The position requires attending public meetings that are often held in the evenings. We offer a supportive office environment with an excellent benefit package, competitive pay, and an outstanding opportunity for personal and professional growth.

AKS is a multi-disciplined consulting firm specializing in civil engineering, surveying, planning, landscape architecture, arboriculture, natural resources, and forestry with offices in Tualatin and Salem-Keizer, Oregon, and Vancouver, Washington. We have an established, broad-based portfolio of clients including land owners, real-estate developers, architects, government agencies, public service providers, timberland owners, and others. Visit our website at [www.aks-eng.com](http://www.aks-eng.com) for additional information about the range of services and projects we offer.

Since 1996, AKS has built a reputation based on integrity, hard work, personal responsibility, practicality, and exceptional client service. AKS thrives by pursuing diverse work, but also by placing significant emphasis on providing the highest level of quality and customer service. Our desire is to constantly evolve and respond dynamically to markets, employees, and client needs. We emphasize building long-term relationships with clients at all levels of our organization and this philosophy has allowed us to expand and grow. The flat organizational structure provides opportunities for career growth and firm ownership for motivated employees while eliminating bureaucracy. Our employees are treated as a valuable asset where everyone's voice matters. We invite professionals who share these values and who want to make a difference in a company to explore this opportunity to join our team.

#### **Position Responsibilities:**

1. Perform timely and accurate property, zoning, and utility research by way of internet/GIS investigation and through telephone/in-person inquiries to ensure compliance with municipal land use regulations
  2. Analyze, assess, and break down complex issues affecting property, transportation networks, utility infrastructure, etc. to respond to client inquiries, assess the feasibility of property development, and develop scopes of work for proposals
  3. Develop clearly written and detailed scopes of work for proposals
  4. Coordinate with clients on project data and scheduling
  5. Prepare, organize, coordinate with project team, and submit required materials (may include land use applications that require plats, rezones, conditional use, and site plan reviews) and coordinate pre-application conferences as necessary
  6. Set up, organize, and attend neighborhood meetings
  7. Effectively and efficiently coordinate with in-house engineering, surveying, and landscape architectural co-workers, permitting agency staff, other project team members
  8. Prepare and submit high quality applications for complex technical land use permit entitlements covering a diverse range of projects
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9. Coordinate and resolve land use approval conditions with municipal staff
10. Present land use proposals and manage public hearings before Planning Commissions and Boards to obtain approvals
11. Create, organize, and maintain project schedules, defining critical paths, and tracking milestone dates
12. Develop and maintain effective positive working relationships with co-workers, clients, permitting agency staff, and other project team members
13. Do what needs to be done

**Desired Experience and Skills:**

1. Bachelor's Degree in Planning, Landscape Architecture, Geography, or related field or equivalent work experience is required
2. Prefer three to five year(s) of experience performing land use planning activities
3. Knowledge of Oregon Land Use Planning System (OAR and ORS)
4. Knowledge of Washington State Planning System is desirable
5. Experience utilizing the internet as a tool to quickly perform property research
6. Experience interpreting City and County Comprehensive Plans and Development Codes
7. Ability to quickly assess and decipher technical land use issues and similar subject matters and explain to variable audiences in an understandable/non-technical manner
8. Excellent written communication skills including letter and report writing, preferably land use permit applications, is required
9. Excellent speaking skills, including the ability to effectively communicate with co-workers, clients, permitting agency staff, and other project team members
10. Public speaking skills are desirable
11. Proficient with word processing, presentation, spreadsheet, and scheduling software (Microsoft Office Suite, Project, Adobe, etc.)
12. AutoCAD/Civil 3D, Photoshop, and GIS skills are desirable
13. Design skills for site planning and land planning
14. Presentation graphics
15. Ability to work quickly, independently and collectively, manage multiple priorities, and meet deadlines
16. Must be able to travel, including overnight on occasions, as necessary, in AKS provided vehicles
17. Take personal responsibility for completing quality work within budgets and timelines

**Job Progression & Career Advancement:** Job progression depends on:

1. Technical skills
2. Job responsibilities
3. Job performance
4. Communication skills
5. Licensing
6. Availability of Advancement Opportunities

**Compensation & Benefits:** AKS Offers outstanding compensation, benefits and opportunities for personal and professional growth including:

1. Competitive salaries
  2. Medical/dental/Vision
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3. Training/continuing education
4. Advancement opportunities
5. Employee ownership opportunities
6. 401K with 4% matching
7. On-site workout room or supplemented gym membership
8. Snack bar
9. Employee social events
10. Hamburger Wednesdays - Barbecued lunch provided for staff every Wednesday; box lunches provided for field crews
11. Company retreats and recreation
12. Company softball team (Tualatin)
13. Company basketball team (Tualatin)
14. Employee lounge (Tualatin)

AKS Engineering and Forestry, LLC is an Equal Opportunity and Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

**Please apply online with resume, cover letter, and references at [www.aks-eng.com](http://www.aks-eng.com).**

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