

Job Title: Environmental Planner

Location: Neosho, Missouri

About Us:

The Harry S Truman Coordinating Council (HSTCC) is a quasi-governmental organization whose purpose is to meet the needs of the local governments within the four counties of McDonald, Newton, Jasper, and Barton in the State of Missouri. HSTCC is funded with federal and state agency grants and membership dues for the purpose of providing research, grant administration, and outreach that ultimately benefit the four-county region.

The Opportunity:

As an Environmental Planner at the Harry S Truman Coordinating Council, you will serve 3 distinct environmental roles, outlined below:

Environmental planning (70%): preparing environmental planning studies, technical reports, and NEPA compliance documents for projects ranging from recycling and composting to transportation and infrastructure projects. You will collaborate with municipalities, counties, and state/federal agencies to develop project ideas according to community wants and needs, secure funding for those projects, and oversee the implementation and closeout of them.

Hazard mitigation planning (10%): All 4 of our counties, as well as all other counties for the state of Missouri, develop hazard mitigation plans on a 5-year basis. You will be responsible for using the National Disaster Recovery Framework to update these plans, when applicable. This process includes coordinating meetings among all communities in that county, gathering public input, and writing a plan that follows FEMA and SEMA guidelines. You will also be responsible for addressing urgent and non-urgent hazard mitigation grant funding.

Water testing laboratory director (20%): The Truman Lab is a nonprofit organization that is linked to HSCC. This lab is state-certified for the testing of *E. coli* and total coliforms in drinking water. You will be responsible for collecting samples, meeting stringent laboratory reporting and maintenance requirements, conducting strict state-mandated compliance testing for public water systems, and researching and developing new testing methods. This lab collects monthly samples from surface water (streams) and drinking water samples on a by-request format.

Essential Duties & Responsibilities:

- Complete National Environmental Policy Act (NEPA) documentation requirements for all projects involving state/federal funding, including Exempt, CE, EA, and EIS projects
- Lead tasks involving data collection, research, documentation, and technical analyses
- Facilitate public outreach and stakeholder engagement activities related to planning and environmental studies
- Grant writing, with a focus on state and federal funding opportunities
- Collect bi-weekly water samples at designated surface water sampling locations, mostly throughout Jasper and Newton County
- Attend city council meetings, host public hearings and forums, gather public input, and host community engagement events

- Oversee the implementation of a public food waste composting initiative
- Develop a HUC-8 watershed plan by collaborating with stakeholders
- Coordinate with business development efforts and maintain client relationships with both internal and external stakeholders
- Assist in the preparation of scopes of work, fee proposals, and technical responses to Requests for Proposals (RFPs)
- Complete laboratory reporting and maintenance requirements for the Department of Natural Resources.
- Develop standard operating procedures, update lab documents and forms as applicable, maintain laboratory website, and market available services.

Qualifications:

- Bachelor of Science (BS) or Bachelor of Arts (BA) degree in environmental planning, biology, environmental science, or a related field (or equivalent experience. Degree may be substituted for 2 years of applicable work experience).
- Minimum of 1 year of experience in the environmental field, including NEPA reviews, fieldwork, permitting, laboratory settings, or other applicable roles.
- Strong understanding of NEPA documentation requirements.
- Knowledge of a basic laboratory setting.
- Knowledge of relevant environmental issues to Southwest Missouri and the ability to creatively develop applicable solutions.
- Deep knowledge of environmental issues including but not limited to: climate change, water & soil pollution, food waste, deforestation, greenhouse gases, active transportation, animal agriculture, permaculture, and renewable energy technology.

Required Skills & Attributes:

- Organizational skills – you will be involved in many different projects over a long time frame. Must have the ability to maintain clearly organized files, workspaces, and emails.
- Strong passion about current environmental issues and the ability to identify root causes.
- Desire to put assisting communities and the environment above all else.
- Motivated to work in a non-profit setting.
- Strong writing skills, including both creatively and technically.
- Strong interpersonal skills, including confidently public speaking to large groups of stakeholders at the city, county, and state level.
- Strong analytical skills and experience with research techniques, local/regional ecology, habitats, and applicable regulatory zones.
- Proficiency in consulting practices, conducting NEPA and other analyses, and preparing associated documentation.
- Experience with discipline-specific software such as ArcGIS, Adobe Creative Suite, and Microsoft Excel.
- High level of competence in computer work, including regularly checking and responding to emails, navigating computer programs such as Excel and GIS, and learning new software. Must possess a moderately advanced understanding of general computer operation.

Additional Information:

- This position involves a hybrid work environment, operating between office and field settings. You will regularly use standard office equipment and will regularly work in various outdoor conditions depending on project requirements. At a minimum, you must be comfortable wading into rivers, walking for long periods of time, standing many hours, lifting heavy equipment up to 100lbs, carrying heavy supplies, and be able to maintain difficult physical position to conduct field work such as bending, leaning, squatting, and others for extended periods of time, as applicable. Occasional physical activity may involve activities such as kayaking, tree planting, or hiking.
- This role requires the use of a personal vehicle for transportation to remote fieldwork locations. Mileage will be reimbursed based on the federal mileage rate (excluding the normal travel to and from the office on in-office days).
- Occasional overnight travel required to trainings, meetings, and workshops in remote areas of Missouri and occasionally out of state. Travel may last for up to 1 week at a time.
- **This position has physical requirements.**

The HSTCC is an equal employment opportunity employer. The Organization employs, retains, promotes, terminates, and otherwise treats all employees and job applicants without regard to their sex, sexual preference, race, color, religion, national origin, age, marital status, disability, or any other characteristic protected by law. (08062018)