

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Sustainability Planner

SALARY RANGE: TPOAM Grade K Pay Range: \$54,337- \$66,879

Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

JOB DUTIES:

- Development, coordination, implementation and monitoring of climate change policies and initiatives.
- Provide technical knowledge, guidance, data, support and advice, in environmental sustainability, energy, efficiency, waste, recycling, climate change policies and initiatives, and public health.
- Prepare and maintain records and reports of inspections, complaints and investigations; correspond with contractor's, builders, and residents regarding findings, recommendations, and responses to inquiries
- Prepare annual reports and studies on the benefits and outcomes of sustainability programs; develop marketing strategies to promote sustainability.
- Develop and prepare budget and grant proposals for related projects.
- Act as a liaison for the public, government officials, and other agencies for policies and projects related to energy and resilience projects, and environmental sustainability.
- Design landscape and site plans for the Planning Department, and other departments in need of assistance.
- Prepare renderings, presentation boards, map illustrations, construction drawings and contract specifications for design proposals using G.I.S., by hand and by computer design (CAD).
- Review site, landscape, and irrigation plans, perform inspections to ensure compliance with ordinances, and suggest solutions; conduct field inspections of designated property as part of Certificate of Occupancy process.
- Administers the City's Woodland Ordinance, under direction of Planning Director, involving explaining the ordinance to residents, encouraging participation and compliance, issuing or denying permits
- Other duties as assigned.

JOB REQUIREMENTS:

- Bachelor's degree or equivalent in Landscape Architecture, Urban Planning, Urban Design, Environmental Science, Environmental Planning or Environmental Engineering or closely related field; possession of State Landscape Architecture Registration or other related certifications a plus.
- At least four years of professional experience in the field of Landscape Architecture or similar, including project administration design, graphics presentation, grants procedures, preparation of specifications, review of bids, etc.
- Experience using CAD (computer assisted design) a must
- Experience in the preparation and implementation of grant funding for City projects
- Familiar with Geographical Information System (GIS) & BS&A
- Valid Michigan driver's license and a good driving record.

The selection process will include a review of the applicant's experience for posted requirements, a driving record and criminal history check, a skills test and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience. Writing samples and a portfolio of work samples will be requested at a later date.

APPLY AT: City of Southfield, Human Resources Department,
26000 Evergreen Road, Southfield, MI 48076

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City's website at www.cityofsouthfield.com

Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 P.M.

February 3, 2022

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

JS: Jan 4, 2021



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.