



## FACILITIES AND LAND USE PLANNERS

**Position Summary:** Project Planner and Senior Planner/Project Manager for Department of Defense (DOD) facilities and land planning assignments. Responsible for the preparation of installation development plans, area development plans, project programming documents, and other facility and design studies. The planning positions require skills in research, presentation and report writing, interaction with clients and technical experts, and land use design. Some travel is required.

These are full-time positions. HHF Planners offers a generous benefits package.

### PROJECT PLANNER POSITION

#### Primary Responsibilities/Activities:

- Participate on collaborative planning teams and participate in client, government, and project team meetings and presentations.
- Conduct research, field reconnaissance, interview stakeholders, prepare meeting records.
- Technical writing, analysis, and evaluation for planning reports.

#### Minimum Qualification Requirements:

- A minimum of 2 years professional experience in facilities and land use planning is required.
- Candidates must have a BS/BA in urban planning, landscape architecture, engineering, environmental planning, and/or equivalent degree conferring advanced knowledge in facilities and land use planning.
- Relevant project experience in Hawai'i strongly preferred.
- Demonstrated proficiency in Office 365, ESRI, and/or Adobe CS software strongly preferred.
- Excellent written and oral communication skills. Ability to present project materials and information clearly and concisely.
- Excellent organizational skills.

### SENIOR PLANNER/PROJECT MANAGER POSITION

#### Primary Responsibilities/Activities:

- Manage all aspects of projects including HHF planning staff, subconsultants, schedules, and billing projections.
- Coordinate effectively with government representatives, project consultants, and client representatives.
- Design and implement strategies for effective research, stakeholder engagement, and field reconnaissance.
- Lead collaborative planning teams and client, government, and project team presentations.
- Technical writing, analysis, and evaluation for planning reports.

#### Minimum Qualification Requirements:

- A minimum of 5 years professional experience in facilities and land use planning is required.
- Candidates must have a BS/BA in urban planning or a related field, landscape architecture, engineering, environmental planning, and/or equivalent degree conferring advanced knowledge in facilities and land use planning.
- Ideal candidate will have a MS/MA in urban planning or a related field, landscape architecture, engineering, environmental planning, and/or equivalent degree.
- Relevant project experience and project management experience is required.
- Relevant project experience with DOD planning is strongly preferred.
- Demonstrated proficiency in Office 365, ESRI, and/or Adobe CS software is strongly preferred.
- Excellent written and oral communication skills. Ability to present project materials and information clearly and concisely.
- Excellent organizational skills.

Please submit a cover letter and your resume to [info@hhf.com](mailto:info@hhf.com).

*HHF Planners is one of the largest environmental and land use planning groups in the Pacific region, providing comprehensive services ranging from community/regional development plans, environmental plans, landscape architecture and design projects throughout Hawai'i and the Pacific Basin. We are internationally recognized, highly respected, dedicated to our clients, reliable, creative, and committed to sustainability.*

[www.hhf.com](http://www.hhf.com)