



Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

POSITION AVAILABLE

GENERAL PLANNER / LANDSCAPE ARCHITECT / GIS SPECIALIST

[Carlisle | Wortman Associates Inc.](#) (CWA) is seeking a qualified individual to join our team!

CWA is a multi-disciplinary urban planning firm based in Ann Arbor, Michigan that provides a wide range of high-level services to scores of municipal clients throughout southeast and central Michigan. Our services include client office staffing, development review, master land use/recreation planning, zoning ordinance evaluation and amendment, code administration, public meeting facilitation, and much more.

Job Description

CWA is seeking a qualified individual to support our team of professional planners in a variety of capacities across the firm. Primary duties will include support of recreation and trail planning efforts and GIS mapping across our client base. Secondary duties will include landscape inspections, graphics support, and general site planning. The ideal candidate will have the ability to shift roles in alignment with priorities to provide assistance on a variety of projects.

The successful candidate will:

- Use GIS to develop maps for planning efforts;
- Assist with plan development for communities across southeast and central Michigan, with a primary focus on recreation and trail planning;
- Support graphic development efforts for site plans and general plan layout and design;
- Perform landscape inspections on existing properties to ensure compliance with the approved landscape plan;
- Perform related work as required and as agreed upon with the applicant.

Knowledge, Skills, & Abilities

- General knowledge of ArcGIS and basic mapmaking skills.
- Strong understanding of graphic design, and the ability to work in the Adobe Creative Cloud apps (Photoshop, Illustrator, InDesign), SketchUp, AutoCAD, and other design and graphics programs.
- Knowledge of recreation and trail planning.
- Knowledge of the principles and practices of landscape architecture and land planning.
- General knowledge of arboriculture and/or horticultural practices.

Benjamin R. Carlisle, *President* John L. Enos, *Vice President* Douglas J. Lewan, *Principal*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal* Craig Strong, *Principal*
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal*
Richard K. Carlisle, *Past President/Senior Principal*

- Ability to read and interpret plans and specifications to determine compliance with established standards, especially landscape and irrigation plans.
- Ability to organize work for timely completion.
- Ability to interpret municipal ordinances.
- Ability to maintain effective working relationships with colleagues, clients, and the public.
- Ability to work independently on a daily basis.
- Ability to maintain regular and punctual attendance.

Minimum Qualifications:

- Bachelor's degree in Urban Planning, Urban Design, Landscape Architecture, Public Policy, or related field; Master's degree is preferred.
- 3+ years of related experience, however any combination of skill and experience will be considered.
- Possess a valid driver's license with an acceptable driving record.

Employment Benefits

- Compensation
 - Competitive salary commensurate with qualifications and experience
 - Significant bonus opportunities
- Healthcare insurance through Blue Cross/Blue Shield of Michigan
- Delta dental/optical Insurance
- Optional flexible spending account (FSA)
- Life Insurance
- Paid Holidays
- Paid Time Off (PTO)
- 401k with employer match
- Tuition reimbursement, continuing education opportunities, paid professional membership fees
- Hybrid work opportunities
- Friendly supportive work environment in walkable downtown Ann Arbor (free parking)

To Apply

Qualified individuals should send a resume, cover letter, and representative work/writing samples to:

Carlisle|Wortman Associates

Attn: Michael Radzik, Operations Manager

mradzik@cescode.com

(734) 662-2200

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<https://www.cwaplan.com>