

CAREERS AT MESHEK

JOB TITLE	GIS Project Manager
STATUS	Exempt
LOCATION	Oklahoma City, Oklahoma
JOB REQUIREMENTS	<p>Education: Bachelor's degree (B.A., B.S. or B. Tech) is required</p> <p>Licensing: GISP</p> <p>Experience: 10+ years of experience</p> <p>Software: Web browsers; Microsoft Office; Esri ArcGIS (Desktop, Enterprise, Online); graphics editing. Knowledge of Ajera Complete is a plus.</p> <p>Candidate must possess the following skills: Oral and written communication skills, planning, teamwork, decision making, judgment, problem solving and ability to coordinate with other members of a project team.</p>
JOB DESCRIPTION	<p>The GIS Project Manager at Meshek and Associates is expected to possess a high level of technical knowledge regarding GIS technology and skills as well as the experience to serve as a team leader and business administrator. The GIS Project Manager at Meshek and Associates delegates responsibilities, communicates with staff, leads technical consulting with clients, allocates resources, tracks budgets and logistics of GIS projects, and works directly with GIS staff. The GIS Project Manager at Meshek and Associates uses creativity, foresight, and mature judgment in anticipating and solving problems. The GIS Project Manager at Meshek and Associates sets priorities and reconciles directions from competing interests.</p> <p>The GIS Project Manager will have the following duties:</p> <ul style="list-style-type: none">• Develops cost-effective GIS solutions to meet business needs.• Prioritizes projects and directs GIS team efforts.• Pursues business line and maintains client satisfaction.• Works with clients and project team to determine and develop project scope, budget, schedule and deliverables.• Supervises project team in solution design and implementation.• Schedules client meetings to provide project status updates.• Maintains accurate client communication and project documentation.• Responds to client inquiries and concerns promptly and professionally.• Reviews and processes invoices monthly.• Monitors and controls project expenses within allotted budget.• Plans, coordinates and oversees project activities to ensure on-time delivery.• Ensures that project deliverables meet quality standards and business requirements.• Prepares contract documents and proposals to provide professional services or obtain funding for projects or programs.• Anticipates project challenges and advises team on alternative solutions.• Assists in developing and enforcing department guidelines, policies and standards.• Recommends facilities, personnel, and funds required to carry out programs.• Evaluates individual performance and provides appropriate feedback to mentor and develop junior staff.• Prepares for quality assurance procedures by minimizing exposure and risks on project.• Analyzes project profitability, revenue, and billing rates; understands pricing model and billing procedures.• Displays effective time management.

Candidate must possess an Oklahoma Driver's License and have reliable transportation to and from work. Out of town work for short periods of time may be required for the position.

Must be willing to relocate to Oklahoma City, Oklahoma.

Other duties as directed.

ABOUT MESHEK

Meshek & Associates, LLC is a civil engineering consulting firm specializing in water resource engineering, transportation, right-of-way, planning, surveying and GIS in the state of Oklahoma and surrounding states. Meshek & Associates, LLC is an equal opportunity employer.

Submit resumes to careers@meshekengr.com.