CAREERS AT MESHEK

JOB TITLE
Planner/Grant Administrator

LOCATION
Tulsa, Oklahoma

JOB REQUIREMENTS
Education: B.A. or B.S. in Planning or related field and/or a combination of Planning coursework and experience.

Licensing: None.

Experience: 3 to 5 years in planning, preferably in the area of flooding and/or drainage issues and/or municipal capital improvement planning.

Computer skills: Microsoft Office with an emphasis on Word, Excel and PowerPoint.
Technical skills: Good written and oral skills; good research skills.

JOB DESCRIPTION
The Planner/Grant Administrator performs community outreach activities including but not limited to:

- BW-12
- Public Meetings
  - Discovery
  - Master Drainage Plans
  - Hazard Mitigation

In addition, responsible for grant administration and FEMA Hazard Mitigation Assistance grants.

Other tasks may include:
- Technical research
- Technical writing to ensure clear, client-friendly communications
- Quality control
- Conference presentations
- Prepares routine reports for clients and other agencies, as needed.
- Performs tasks efficiently and with accuracy.
- Conducts all business in accord with all local, state and federal laws and regulations.
- Performs other miscellaneous tasks, as required to complete the project within budgets and timeframe.

ABOUT MESHEK
Meshek & Associates is a civil engineering consulting firm specializing in water resource engineering in Oklahoma. Meshek & Associates, PLC is an equal opportunity employer.