MAURER-STUTZ
GEOSPATIAL SERVICES

Geospatial Project Manager

PROFESSIONAL

POSITION DESCRIPTION:

We are seeking a dynamic Geospatial Project Manager to join the Maurer-Stutz Inc. Geospatial Services team (MSGS), coordinating and delivering projects across utilities, transportation, conservation, and municipal sectors. The role involves managing day-to-day project execution, facilitating team communication, supporting client interactions, and assisting with business development efforts, including proposal drafting and scope documentation. Candidates should have 5-6 years of relevant experience in geospatial, utility, or engineering projects, with strong organizational skills and a proactive approach to problem-solving. While a formal degree is not required, demonstrated leadership, effective communication, and familiarity with tools like Microsoft Teams or ClickUp are essential for ensuring on-time, on-budget project delivery and contributing to team growth. This position is based out of our Peoria, IL office but may offer a hybrid approach if determined situationally over time.

KEY ACTIVITIES:

- **Project Coordination and Delivery:** Coordinate the day-to-day execution of multiple geospatial projects across various sectors (utilities, transportation, conservation, municipal, business development, etc.) Support project set-up, scheduling, and task assignment. Collaborate with internal staff and external clients to ensure successful, on-time, and on-budget project delivery. Ensure consistent communication, documentation, and tracking across all projects.
- **Team Support and Communication:** Serve as a central communicator for the MSGS team, facilitating internal collaboration and organizing check-ins. Help identify and resolve task roadblocks. Assist with resource scheduling, ensuring the personnel are aligned with appropriate tasks based on availability and skills. Support supervisors in balancing workloads across active and upcoming projects.
- **Client Interaction and Support:** Act as a secondary/joint point of contact for clients on routine and intermediate-level issues. Help gather project requirements, clarify expectations, and document scope of services. Ensure clients are updated regularly and work with technical staff to relay client feedback and needs. Note progress and communicate with client manager as needed.
- **Business Development Assistance:** Help compile proposals, cost estimates, and scopes of services for new continuing projects. Maintain proposal correspondence records. Support business development efforts by helping respond to inquiries, organize marketing information, and follow-up on internal and external opportunities (sales pipeline).
- **Process and Workflow Oversight:** Support the development and documentation of standard workflows and deliverables for MSGS projects. Track project metrics, timelines, and task completion using tools such as Microsoft Teams, ClickUp, or SharePoint. Recommend improvements to processes that will enhance team efficiency and project consistency.
- **Professional Growth and Team Learning:** Participate in trainings, team knowledge-sharing, and industry events when available. Help coordinate internal trainings or demonstrate by technical staff. Grow understanding of geospatial technology and solutions with guidance from more senior staff.

MINIMUM REQUIREMENTS:

- 5-6 years of relevant experience in geospatial, utility, or engineering-related projects
- Demonstrated ability to manage tasks, coordinate teams, communicate effectively, and contribute to project planning and delivery.
- Proven communication skills, with an ability to interface professionally with clients and team members.
- Experience coordinating with multidisciplinary teams (e.g., engineering, environmental, or planning departments) to align geospatial projects with broader organizational objectives.
- Proficiency with office application and adaptability to new software and hardware components.

To apply - send resume and application to **careers@mstutz.com**
3116 N Dries Ln, Suite 100 Peoria, IL 61604

DESIRED QUALIFICATIONS:

- Project Management Professional (PMP) certification
- Experience with Esri's ArcGIS suite
- Technical Proficiency in project management tools
- Business Development Expertise

WHY JOIN MAURER-STUTZ?

At Maurer-Stutz, you'll have the opportunity to work on transformative projects that are redefining infrastructure from a geospatial perspective. We foster a collaborative and dynamic environment where innovation and professional growth are at the forefront of everything we do.

WHAT WE OFFER:

Competitive Compensation: Depending upon qualifications and experience. The annual salary range for this position is $70,000 - $85,000, along with the eligibility for an annual discretionary bonus.

Cutting-Edge Technology: Work with the latest tools and technologies in a supportive, forward-thinking setting.

GENEROUS BENEFITS:

- Performance Bonuses
- Regular Lunch and Learns and Professional Development Sessions
- Retirement Plan
- Group Health Insurance
- Life Insurance
- Disability Insurance
- Equal Employment Opportunity
- Work-Life Balance Initiatives

Want to learn more? Visit our full-time benefits page for all the details.