

CITY OF LAKE MILLS

DEPARTMENT: PUBLIC WORKS
POSITION: S. MAIN STREET PROJECT LIAISON
REPORTS TO: CITY MANAGER
SUPERVISES: N/A

PURPOSE OF POSITION:

The purpose of this position is to ensure effective, timely communication and provide a personal link between city residents, business-owners, WisDOT project managers, and city officials during the reconstruction of S. Main Street.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Liaison is responsible for the following specific duties:

1. Provide city residents and business-owners with prompt, condition appropriate and up-to-date information on the S. Main Street construction progress.
2. Foster a positive working environment between city residents, business-owners, WisDOT project managers and city officials.
3. Communicates city resident and business-owner concerns to the appropriate representatives of WisDOT project managers and city officials.
4. Helps to resolve problems and issues between city residents, business-owners, and WisDOT project managers.
5. Works with Main Street and Chamber on construction project information for website/ facebook page.
6. Provides follow-through to ensure agreements are mutually approved as changes occur and completed.
7. Meets with the public in small and large groups to discuss project progress.
8. Prepares and maintains a record of complaints, problems, and other comments expressed by city residents and business-owners.
9. Participates in project progress meetings.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is often required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee will occasionally encounter loud, dusty conditions, uneven terrain and weather extremes.

EQUIPMENT/JOB LOCATION: Employee should possess a valid Wisconsin driver's license and be responsible for transporting him/herself to job sites for the purpose of checking the progress of the work, or checking on complaints.

REQUIRED KNOWLEDGE AND ABILITY:

The employee must have:

- effective problem solving skills,
- strong verbal and written communication skills,
- ability to maintain effective working relationships with city residents, business-owners, WisDOT project managers and City personnel,
- ability to prepare, generate and maintain clear, concise, and accurate records. Considerable skill with personal computers,
- physically ability to perform essential functions as required with or without reasonable accommodation.

QUALIFICATIONS: Willingness to work with people and foster a positive working relationship with city residents, business owners, WisDOT project managers and city officials. An equivalent combination of training and experience that provides the required knowledge, skills and abilities to be successful in this position.