

GEORGIA 811

Job Title: Liaison Manager	EEO Code: 200
Department: Liaison	Job Grade: 4
Revision Date: 8/15/2014	FLSA: Exempt

Position Overview

Overall responsibility to provide training, education and public relations to contractors, members and others regarding safe digging practices that is required in the State of Georgia

Essential Job Function

- Attends and participates in Utilities Coordination Committee Meetings as GA811 representative to give updates for training, goals, public relations, etc.
- Facilitate coordination and cooperation of all stakeholder groups
- Develop contacts with all stakeholder groups in region assigned. Include regulatory agencies, state and local DOT, local governing authorities, 1st responders, utilities owner operators and the excavation committee.
- Develops new strategies for Damage Prevention and support efforts of other stakeholders in Damage Prevention
- Attend trade shows and conferences as required based on region and business need
- Provide Georgia Utility Facility Protection Act training on the laws, PSC rules, CGA Best Practices, and certifications
- May be required to set up new memberships, invoicing and billing
- Administer and participate in Large Projects that are outside the scope of a normal ticket that would be taken from GA811 call center
- Coordination, promotion and management as assigned for Locate Rodeo.
- Support and coordinate with all GA 811 departments and employees.
- Other duties as required

Requirements

4 year college degree or equivalent industry experience

Strong Public Speaking Skills

Marketing/ Public Relations skills

Knowledge of Utilities industry

Strong leadership Qualities

Excellent communication skills

Good driving record required

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.