

Transportation Program Supervisor (TPS)



Business Services Office – 1 Position

Transportation Program Supervisor (TPS) is responsible for supervising staff and managing the Administrative, Contracts, and Special Projects Offices within the Environmental Division.

The TPS will ensure Consultant contracts and amendments are prepared in accordance with the requirements of TDOT Policy 301-01—Procurement of Engineering and Technical Services and with the guidance and assistance of the TDOT Legal office. TPS ensures that all financial and administrative activities supporting the Division are functioning efficiently. These activities include issuing Requests for Proposals (RFPs), establishing contracts and Purchase Orders (POs), tracking budget balances, reporting and managing finances associated with a variety of contracts.

The TPS will provide proactive management of all aspects of the Division Administrative Section which is responsible for purchasing of equipment and the monitoring and management of fixed assets. The TPS is responsible for ensuring the Division administrative needs relating to budget, travel, purchasing, payment of administrative invoices, vehicle fleet management, office supplies and hard asset management (such as cleaning, painting and furniture acquisition), computers, new employee orientation, tracking complaints and entering in CTS.

Additionally, the TPS manages the Special Programs Office which is responsible for database administration; Division GIS needs; development of internal and external communication tools and techniques; webpage development and maintenance; administration of division training materials and standard operating procedures.