

Transportation Project Specialist Supervisor 2



Ecology and Permits Office, Permits Section (2 Positions)

The Transportation Project Specialist Supervisor 2 (Trans Proj Spec Spv 2) is the supervisor level position in the Transportation Project Specialist series and will be responsible for the supervision of 3 positions in that series. The Trans Proj Spec Spv 2 will report directly to the Permits Section Civil Engineering Manager 1.

The Trans Proj Spec Spv 2 will supervise and monitor activities to comply with environmental water quality and stormwater permit programs. The Trans Proj Spec Spv 2 monitors and analyzes program tasks to ensure objectives are achieved in an efficient and effective manner by providing process supervision, problem solving, guidance and coaching of subordinates.

Major tasks for this position include:

- Interpret federal and state laws, rules, and regulations related to transportation projects, environmental programs, and contracts for external customers and other TDOT staff to ensure compliance.
- Serve as the Point of Contact for the Environmental Permits Section for two Regions. This will include all scheduling for internal staff, Regional staff, and consultants.
- Oversee technical guidance for headquarters Permits Section employees serving two Regions. Prepare statewide training manuals and materials to be used by internal and external customers. Develop and implement statewide in-person technical training and webinars to be used by Regional employees.
- Coordinate the work of a Permits Section team, ensuring equitable workload distributions between headquarters staff and the Regions.
- For any required consultant use, coordinate with consultants to obtain estimates with a focus on equitable distribution of workload among consultants.
- Coordinate with Ecology, Design, and Regional employees to ensure that deliverables are submitted to the Section in timeframes that enable Department schedules to be met. Coordinate the project point of contact for any projects that cannot make scheduled Turn-ins.
- In coordination with manager, address any design or agency conflicts that cannot be addressed by subordinates.