

## Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 4,000 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT headquarters is located in downtown Nashville.



## TDOT Maintenance Operations Director

TDOT Headquarters; Nashville, TN

\$145,000 annually

### Overview

The Maintenance Operations Division (MOD) is responsible for developing and maintaining direct lines of communication to all parts of field operations. The goal of the MOD is to create, facilitate and ensure consistent application of the policies and procedures for maintenance operations through training and mentorship. In cooperation with the Asset Management and Project Management Divisions, MOD sets the strategic direction for all routine and emergency maintenance operations across the state. The MOD is responsible for ensuring the career development of all staff, technically and in the leadership disciplines such that employees can conduct field operations safely and effectively. MOD is responsible for the research, development, and implementation of innovative and industry-wide best practices within the maintenance operations discipline to leverage resources both internal and commercially available to maximize the use of limited funding resources.

This position reports to the Assistant Chief Engineer of Operations. This position will lead this team focused on field services, operations support, and safety administration.

### Essential Job Duties

Manages leadership and direction for the Headquarters Maintenance Operations Division.

Provides programmatic direction and support to Maintenance Operations employees in regional, district, and local units.

Directly oversees Headquarters Maintenance Operations programs including Fleet/Garage Operations, Vegetation Management, Purchasing Support Facilities/Ferry Operations, and Rest Areas and Welcome Centers.

Develops, updates, and manages Standard Operating Guidelines and Procedures for use by operations employees statewide.

Oversees the Emergency Services program including disaster response team preparedness exercises and Emergency Services Coordinator/Liaison services to the Tennessee Emergency Management Agency.

Oversees the Capital Projects Program that manages and provides oversight to the capital building program for the department.

Provides guidance and direction to regional and district management on task standards, interpretation of policies and procedures, and to ensure that all TDOT resources are utilized effectively to deliver the greatest benefit to the State of Tennessee.

Oversees and provides strategic direction for the Transportation Worker Competency Program which is used to train all levels of Transportation Workers in the required skill sets to safely perform daily job duties.

### **Qualifications**

Education and Experience:

1. Bachelor's Degree in Civil Engineering
2. Licensed PE in Civil Engineering
3. 12 Years of Demonstrated Competency in civil engineering, construction, transportation asset preservation, and project management oversight, including at least 3 years of management experience and 2 years supervising professional and engineering staff

### **Knowledge, Skills, Abilities, Competencies, and Tools**

- Knowledge of the principles in leading groups to achieve the desired objectives, including conflict resolution
- Knowledge of the principles and practices of supervision including planning, organizing, directing, motivating, and making decisions
- Knowledge for the rules, processes and technical skill sets for the area supervised
- Skilled in team building, communication, change management, and emotional intelligence
- Skilled in leading meetings, including agenda writing and time management
- Skilled in innovative and creative problem solving
- Skilled in communication, team building, delegation, decision-making, and time management

### **Compensation and Benefits**

Salary is commensurate with education and experience. Online resources for the State of Tennessee benefits can be found at:

<https://www.tn.gov/partnersforhealth/publications/publications.html>

<https://www.tn.gov/hr/employees1/benefits.html>

<https://treasury.tn.gov/Retirement/Retire-Ready-Tennessee/for-State-Employees>

Application for the Maintenance Operations Director requires completion and submission of the following two items:

1. Letter explaining applicant interest in the position.
2. Résumé that is a maximum of two (2) pages.

The two items should be emailed to [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov) by November 30, 2022.