

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 Professional Services Director

TDOT Headquarters

Nashville, TN

Salary: \$130,000

Overview

The TDOT Professional Services Division focuses on developing policy and procedures for procuring consultant services, consultant prequalification, consultant services selection and evaluation for all consultant contracts procured across all disciplines.

The TDOT Professional Services Director reports to the Assistant Chief of Design and will supervise several direct reports and a staff of employees at TDOT headquarters. This position is responsible for guiding the administrative and technical work in areas related to consultant prequalification, selection, and performance rating.

Responsibilities

Collaborates with the Assistant Chief Engineer of Design and fellow Directors to provide strategic leadership for the Professional Services Division.

Provides leadership and direction for team leads within the state Professional Services Division in a matrix structure.

Develops and updates policies, procedures, and manuals needed to ensure consistent conduct and activities related to the procurement of professional services.

Oversees implementation and compliance for processes that prequalify consultant firms that conduct business with TDOT.

Designs and implements consultant selection processes that comply with applicable government regulations to maintain transparency and accountability.

Establishes and maintains timely, fair, and transparent consultant rating procedures that provide appropriate feedback for continuous improvement.

Offers counsel and interpretation of government regulations for managing consultant usage to assist in overall program delivery.

Develops budgets and manages financial performance in alignment with TDOT financial and procurement process to ensure transparency and accountability.



TDOT Professional Services Director
TDOT Headquarters
Nashville, TN

Qualifications

The minimum required knowledge, skill, and abilities to satisfactorily perform the job duties are acquired through graduation from an accredited college or university with a bachelor's degree in civil engineering, business administration, public administration, or related field.

Seven (7) years of progressively responsible experience in an engineering or business organization, including five years of supervision and managing the delivery of multidisciplinary transportation projects is required. A Professional Engineering License is preferred.

Candidates should have a strong and broad foundation in qualification-based selection processes and relevant government regulations.

Qualified candidates should be able to demonstrate skills in communication, team building, delegation, decision-making, and time management.

Candidates should be able to demonstrate the ability to resolve conflicts, coach and motivate others, build high-performing teams, and create a culture of accountability, collaboration, and accomplishment.

Qualified candidates should also be familiar with human resource management related to hiring, training, mentoring, and discipline.

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 Professional Services 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 by Friday, January 21st.