

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 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



Right-of-Way Acquisition Team Lead

Right of Way Division – Acquisition and Relocation Section

\$98,000 - \$109,000 annually

Job Overview

The Right-of-Way (ROW) Acquisition Team Lead will lead, mentor, and train the Acquisition Team through empowerment, communication, and delegated authority in addressing ROW Acquisition. This position will assist the State Acquisition and Relocation Manager and Region ROW Acquisition/Relocation Team Leads in developing statewide work plans that align with the Acquisition and Relocation Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the Acquisition Team to be successful.

This position will assist the State Acquisition and Relocation Manager and Region ROW Acquisition/Relocation Team Leads in developing and implementing department policies, discipline-specific technical guidance, procedures, and manuals to lead and support the Acquisition and Relocation Section in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. This position will assist the State Acquisition and Relocation Manager and Region ROW Acquisition/Relocation Team Leads in developing and implementing ROW Division performance metrics; will supervise technical staff engaged in right of way acquisition; and will implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The ROW Acquisition Team Lead will research national best practices to drive innovation and efficiency within the Acquisition and Relocation Section.

Essential Job Responsibilities

Manage resources and staff utilization and assist Project Managers in the management of external partners together with the Professional Services Division, including contracting for Acquisition consultant services, negotiating contracts, reviewing consultant invoicing, developing contract scopes, managing contract tasks, and completing consultant grading.

Establish and ensure that there is a direct relationship between quality and work outcomes by assisting the State Acquisition and Relocation Manager in developing and implementing standards for the ROW Acquisition Team; providing oversight on Quality controls on the ROW Acquisition process; monitoring input in IRIS (Integrated ROW Information System) for accuracy and timeliness; ensuring compliance with the Uniform Act (PL 91-646 and USPAP (Uniform Standards of Professional Practice); providing technical guidance in the ROW Certification Process, Attorney General Settlements, and special acquisitions (Federal, state and railroad); and coordinating

quality assessment/auditing units in assisting with quality control tasks as per the TDOT Quality Assurance Process with respect to the Project Delivery Network (PDN) and non-PDN activities.

Assist in the development of a Consultant Acquisition Plan (CAP) by providing strategic leadership in utilizing consultants for program and project delivery and oversee consultant activities to ensure quality products and services are provided. Serve on selection committees for professional engineering and non-engineering services. Provide support in the development of the Request for Proposal (RFP) by attending project-specific marketing meetings, determining scoring criteria, participating in project information sessions, serving as a scorer as part of the consultant acquisition process, and attending de-briefs with consultants.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Participate on Project Teams, as part of a matrix organization, in developing the project vision for those projects having the highest complexity; define ROW acquisition related critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager; support Project Management staff by writing the Right of Way Scope of Work in collaboration with other ROW Division Teams, TDOT Roadway, TDOT Maintenance, and TDOT Construction; ensure that ROW cost estimates data is accurate and current; effectively coordinate with other units within TDOT to mitigate constructability and maintenance concerns as part of Functional Design Plans development per the Project Delivery Network (PDN); proactively assess risk factors; and for Project Teams associated with Alternative Delivery Contracts, forecast the cause and effect of implementing Alternative Technical Concepts (ATCs) related to Requests for Proposal (RFP), project cost, and construction timing.

Lead the Acquisition Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, provide support to the State Acquisition and Relocation Manager in eminent domain matters, and communicating effectively.

Remain current on revisions to the Uniform Act (PL 91-646), Tennessee statutes, and guidelines related to Acquisition responsibilities, and quality management components; perform analysis on Acquisition activities and ROW Cost Estimating components for complex projects having the highest degree of risk; and assist with project Risk Assessments. Provide input on national best practices related to ROW acquisition; assist with the development of legislation and regulations that seek to increase safety, inspire innovation, and improve mobility for TDOT employees, contractors, and the traveling public; incorporate research, evaluations and implementation of emerging technologies; integrate considerations and statutory and regulatory requirements into TDOT guidance documents, processes, and procedures.

Guide the development and implementation of a tracking mechanism that ensures the contractual agreements, scope, schedule, budget, and quality of all ROW acquisition activities support the delivery of the Department's Work Program while also ensuring compliance with Federal and State rules and regulations.

Provide oversight in the development of ROW acquisition deliverables and ensure that they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Bachelor's degree
- 5 years of full-time professional work experience in ROW acquisition work for use under eminent domain and the Uniform Act

Ideal Candidate

The ROW Acquisition Team Lead is an accomplished multi-tasker, managing multiple priorities and deadlines with grace and composure. They thrive on consistency statewide and are keenly interested in learning and implementing best practices from the Regions, the industry and nationwide. They are willing to listen, learn, and receive feedback and information from numerous sources, which they can then incorporate into statewide policy, processes, and procedures. They are the consummate win-win person who communicates often, keeps everyone in the loop, and is confident in making decisions. The ROW Acquisition Team Lead is comfortable sharing their knowledge and networking with their Team enabling the leaders of the future. They ensure customer satisfaction, employee satisfaction, and performance excellence.