

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.



Assistant Resident Engineer District Operations – Construction \$97,932 annually

Job Overview

The Assistant Resident Engineer provides construction-related technical expertise, support, and oversight to their Construction Office and Project Teams in the day-to-day operations of delivering construction projects. This position supports their Construction Office and Project Teams in the administration, oversight, execution, and problem solving of all construction projects in the team's area of responsibility. The Assistant Resident Engineer supports their Construction Office in monitoring and managing the scope, schedule, and budgets of all construction projects within their team's area and working with the Project Management Division to make the required adjustments as necessary to ensure that the work completed is in alignment with the Department's Asset Management and strategic goals.

The Assistant Resident Engineer will work with their Construction Office and with the Resident Engineer to address contractor claims, change orders, requests for time extensions, and general project troubleshooting. This position ensures errors and omissions are thoroughly documented and processed.

Serving as a conduit for the State Construction Office, the Assistant Resident Engineer ensures Department policies, technical guidance, and procedures are incorporated into the Office's construction deliverables and assists in implementing the Quality Assurance Program as part of preconstruction activities for projects in the Office's area of responsibility. The Assistant Resident Engineer will collaborate with HQ Construction, participate in pilot programs, collaborate on standard guidance documents, and assist with field implementation of e-construction platforms. This position must effectively articulate technical engineering concepts through training, mentoring, and collaborating as part of a matrix organization.

Essential Job Responsibilities

Strengthen their Regional Construction Office and Project Teams by providing construction-related expertise to staff; ensure all projects are adequately and sufficiently inspected by internal or consultant staff; evaluate and process contractor requests for information and claims; evaluate and appropriately process any construction contract, specification, and/or materials issues on the Office's projects; ensure construction records are current and accurate for all the Team's projects; coordinate railroad flagging and payments in the Team's area of responsibility; ensure environmental compliance is completed timely and thoroughly for the Team's projects; and assist with project close-out and final records archival.

Integrate Quality Management into all deliverables in compliance with the Project Delivery Network (PDN) for preconstruction activities with the purpose of reducing plan errors, Right-Of-Way delays, construction delays, and contractor claims; assist Construction and Project Teams by providing reviews as part of TDOT's Quality Assurance Program; assist the Quality Team in assessing the Quality Assurance for Plan, Specifications, and Estimates (PS&E) Packages; and address errors and omissions for consultant-prepared construction plans by tracking, assessing, implementing solutions, and negotiating settlements.

Routinely collaborate with appropriate TDOT staff and external stakeholders to identify and document knowledge on industry best practices to avoid past errors and ensure TDOT project successes. Collaborate with applicable disciplines on the modification of standards, policies, specifications, and metrics.

Provide exceptional customer service to both internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Remain current on revisions to standards, specifications, guidelines, and legislation related to transportation construction components and Alternative Delivery methods; collaborate with industry groups to maintain awareness of critical issues; and participate in peer reviews that provide for the implementation of innovative practices.

Assist in delivering training and technical guidance to the Construction Office that addresses acquired knowledge, risk management, technical design elements, and emerging technologies related to transportation for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills.

Assist in the development of a Consultant Acquisition Plan (CAP) including the development, review, and workload projections for Construction Engineering and Inspection (CEI) services for their assigned district, and assist in the oversight of external partners by serving on selection committees for Professional Engineering services as part of the Brooks Act, including assisting with RFP development, attending project-specific marketing meetings, assisting with determining scoring criteria, assisting with project information sessions, when applicable, serving as a scorer as part of the Consultant Acquisition process, and attending de-briefs with consultants during which usable feedback must be provided.

Assist in ensuring the Office's Preconstruction and Construction deliverables are consistent, predictable, and repeatable to provide for consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Bachelor's Degree in engineering, construction management, or related field
- 4 years of demonstrated competency in construction, construction projects, or related field

OR

- Master's Degree in engineering, construction management, or related field
- 3 years of demonstrated competency in construction, construction projects, or related field

Ideal Candidate

The Assistant Resident Engineer is foundational to their construction office's day to day operations. They're always looking ahead, figuring out how to plan each step of a project. They are exceptional at solving problems and coming up with new ideas to tackle tough challenges. They have excellent communication skills as they are collaborating and

coordinating with construction teams. The Assistant Resident Engineer keeps everything organized and makes sure everyone knows what's going on in the construction program in their District. The Assistant Resident Engineer's role has a strong technical component that requires them to grasp emerging technologies and construction best practices.