

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.



Project Manager

Project Management Division – Region Project Management Section
\$106,968

Job Overview

The Project Manager serves as a strategic leader responsible for advancing regionally led transportation projects tied to resurfacing, safety, traffic technology, and legislatively authorized initiatives and stakeholder priorities. This role oversees the scope, schedule, budget, quality, risks, and delivery of projects from concept to completion, with a low to moderate degree of risk to the Department. Operating within TDOT's matrix structure, the Project Manager works across disciplines and with external partners to align project execution with departmental goals, support policy-driven outcomes, and maintain momentum on high-priority initiatives. In coordination with Asset Management and other units, the role applies a risk-based, data-driven approach to preserve infrastructure, enhance safety, and integrate innovative technologies that support long-term network performance. The Project Manager promotes shared ownership, transparent communication, and collaborative problem-solving while supporting Senior Project Managers in the delivery of high-impact transportation efforts.

This position requires strong coordination and communication skills, sound engineering judgment, and the ability to synthesize technical and stakeholder input to guide decisions. The Project Manager processes complex information accurately, supports innovation by applying national best practices, and helps ensure consistent, high-quality delivery through the Project Delivery Network (PDN) and the Quality Manual.

Essential Job Responsibilities

Lead multidisciplinary Project Teams within a matrix organization to define project vision, scope, schedule, budget, and quality for resurfacing, safety, traffic technology, legislatively authorized, and Economic Development Projects having a low to moderate degree risk to the Department. Align work with the PDN and coordinate early with Environmental, Maintenance, Construction, and other technical units to address constructability and long-term performance. Apply context-sensitive design strategies, proactively manage risks and schedules, and forecast impacts related to design, cost, timing, and maintenance.

Manage project resources in collaboration with the Manager of Legislative Projects, the Manager of Program Projects, the Region Director of Project Management, and the Professional Services Division. Manage consultant task orders, review invoicing for accuracy and progress, and complete consultant evaluations. Ensure consultant activities support project goals and comply with federal and state requirements.

Coordinate effectively with other disciplines across TDOT to deliver projects in alignment with the PDN and Department objectives.

Ensure the quality processes outlined in TDOT's Quality Manual are followed for assigned projects to maintain a clear connection between project quality and outcomes. Coordinate with the Region Quality Team Lead to support quality control and assurance activities. Monitor deliverables to ensure project commitments defined in the Project Commitment Document are upheld. Support continuous quality improvement throughout all phases of project development and delivery.

Support the Consultant Acquisition Process by participating in the development of Consultant Acquisition Plans (CAPs). Coordinate with the Professional Services Division to assist with drafting procurement documents, defining scoring criteria, serving on selection committees, participating in marketing meetings and project information sessions, and completing consultant evaluations and debriefs. Promote open competition and fairness in consultant selection in alignment with Brooks Act principles.

Manage change by clarifying project vision, owning delivery outcomes, and encouraging innovation throughout the project lifecycle. Communicate expectations clearly, maintain transparency, and support accountability within the Project Team. Promote process improvements and new design elements that enhance TDOT's systems, and ensure changes are properly documented to support informed decisions and timely resolution of project issues.

Provide exceptional customer service to both internal and external customers, including local governments, contractors, and members of the traveling public. Exercise effective listening skills, provide prompt responses, maintain complete and accurate documentation, and communicate project updates transparently to support public trust and stakeholder collaboration.

Remain current on federal and state legislation, standards, and guidelines related to project delivery, and maintain knowledge of project delivery and project management methods used for the delivery of transportation projects.

Use TDOT's project management tools and software to monitor and maintain project schedules, budgets, and deliverables. Ensure projects remain aligned with the Department's Work Program and comply with applicable federal and state requirements. Maintain up-to-date project records and use available tools to support transparency, milestone tracking, and performance evaluation.

Ensure projects are consistent, predictable, and repeatable by actively participating in partnering efforts across TDOT disciplines, resource agencies, design consultants, and the construction industry to provide for consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Bachelor's degree
- 5 years of demonstrated competency in a transportation related functional area

OR

- Bachelor's degree
- 9 years of demonstrated competency in a transportation related functional area with 4 years substituting for the required licenses or certifications
- Certified Associate in Project Management (CAPM) preferred

OR

- Associate degree
- 11 years of demonstrated competency in a transportation related functional area with 6 years substituting for the required licenses or certifications
- Certified Associate in Project Management (CAPM) preferred

Necessary Special Qualifications

- Project Management Professional (PMP) Certification or Professional Engineer (PE) License

Ideal Candidate

The Project Manager plays a critical role in the successful execution of TDOT's priorities, providing structure, coordination, and forward momentum for a portfolio of projects. This individual brings a high level of initiative and applies strong project management expertise to guide teams and processes with consistency and clarity. They demonstrate strategic planning capabilities, interpersonal effectiveness, and sound decision-making, even in ambiguous situations. The Project Manager fosters collaboration across the organization, serving as a trusted partner, problem solver, and contributor to well-informed project outcomes.