

## 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 Development and Delivery Manager**

Aeronautics Division – Project Development and Delivery Section  
Nashville, TN  
\$124,800 annually

#### **Job Overview**

The Project Development and Delivery Manager will lead, mentor, and train Project Development and Delivery Section Team Leads and technical staff through empowerment, communication, and delegated authority. This position will develop work plans that align with TDOT's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the Project Development and Delivery Section to be successful.

This position will assist in the development of department policies, discipline-specific technical guidance, procedures, and manuals and assist the Project Development and Delivery Section in producing deliverables and implementing initiatives as part of the Department's Strategic Plan. The Project Development and Delivery Manager will supervise staff and develop performance plans, schedules, and budgets, ensuring each team member's expected outcomes, performance, and accountability. The Manager will research national best practices to drive innovation and efficiency within each technical unit as part of the Project Development and Delivery Section.

#### **Essential Job Responsibilities**

Manage resources, staff utilization, and program operations to ensure the Project Development and Delivery Section perform their roles effectively and efficiently. Optimize the Section's ability to successfully coordinate with the Flight Services and Grants, Compliance, and Inspections Sections, as well as Planning and Environmental, Project Delivery, Asset Management, Drone and Advanced Air Mobility teams. Facilitate collaboration with TDOT Divisions, TDOT Regions, Federal Aviation Authority (FAA), and local governments, including coordination with the Tennessee Aeronautics Commission (TAC).

Manage the Project Development and Delivery Section as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that seek to administer Project Development and Delivery objectives in a manner that ensures adherence to federal and state requirements and results in outcomes that incorporate high-quality processes and technologies. Manage the development of the annual Airport Capital Improvement Plan (ACIP) with other section leaders to formulate an acceptable, achievable plan.

Develop and manage the financial performance of the Project Development and Delivery Section in alignment with TDOT's financial processes to ensure transparency and accountability. Ensure all planned funding obligations are executed for the planned fiscal years.

Develop and implement quality control and quality assurance processes for the Project Development and Delivery Section's programs, planning, projects, and funding to establish and ensure a direct relationship between quality and work outcomes.

Assist in developing procurement plans and oversight of external partners for professional engineering services as part of the Brooks Act, or construction services. Provide support in developing Requests for Proposal (RFP), Requests for Qualifications (RFQ), Requests for Information (RFIs), Invitations to Bid (ITBs), and other contract solicitation processes by ensuring appropriate staff participation in project-specific meetings, assist in determining scoring or selection criteria, developing contract scopes of work, serving on selection committees, negotiating contracts, attending de-briefs with consultants/contractors, managing contract tasks, reviewing invoices, and completing consultant grading.

Manage change and conflict, clarify the vision, take ownership of the change, communicate effectively, remain transparent, lead by example, and hold yourself and others accountable throughout the process. Track staff performance, ensure training is executed, and coach staff as needed.

Lead the Project Development and Delivery Section in providing exceptional customer service to both internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, continual follow-up on delayed projects or initiatives, and communicating effectively.

Ensure the Section remains current on Federal Aviation Authority (FAA), American National Standards Institute (ANSI/ASTM), and state standards, specifications, and guidance.

Ensure the Section remains current on national best practices as it relates to Aeronautics Project Development and Delivery administration; advocate for the implementation of emerging technologies into Project Development and Delivery projects that will improve efficiency, resiliency, effectiveness, reliability, sustainability, and the safety of Tennessee's airports; and integrate federal and state requirements into TDOT's guidance documents, processes, and procedures. Participate in peer exchanges with State and local governments and applicable industry partners for key insights and collaboration.

Assist in ensuring the Project Development and Delivery Section deliverables 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 in Engineering
- Licensed Professional Engineer (PE)
- 8 years of demonstrated competency in planning, managing transportation projects, or related transportation and aeronautics fields, that includes 2 years of demonstrated competency in supervision.

### **Ideal Candidate**

The ideal Project Development and Delivery Manager is an innovative and collaborative leader who thrives on guiding and empowering their team to achieve excellence. They are passionate about fostering a supportive and

inclusive work environment where staff can grow and succeed. With exceptional communication and interpersonal skills, they build strong relationships with stakeholders across all levels, promoting collaboration and shared success. This leader is solution-oriented, skilled at identifying opportunities to connect the right people and resources to solve challenges and advance the division's goals. They excel in coaching and mentoring their team, providing clear guidance, and instilling confidence while encouraging best practices and adherence to state and federal standards. Above all, they are committed to driving progress and innovation while ensuring the division's work aligns seamlessly with TDOT's overarching mission and vision.