

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 Delivery Team Lead

Aeronautics Division – Project Development and Delivery Section
Nashville, TN
\$109,200 annually

Job Overview

The Project Delivery Team Lead for the Project Development and Delivery Section will lead, mentor, and train the Project Delivery Team 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 while ensuring the availability of resources for the Project Delivery Team to be successful.

The Project Delivery Team Lead will support the development and lead the implementation of departmental policies, discipline-specific technical guidance, procedures, and manuals related to aviation infrastructure management for incorporation into TDOT's programs and projects. This position will ensure the implementation of the quality assurance program to achieve program efficiency and effectiveness. The Project Delivery Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring each team member's expected outcomes, performance, and accountability.

Essential Job Responsibilities

Manage resource and staff utilization and assist the Project Delivery Team in performing their roles effectively and efficiently. Optimize the team's ability to successfully administer the full lifecycle of aviation capital projects programmed in the Airport Capital Improvement Plans (ACIP) for public-use general aviation airports.

Collaborate with the Planning and Environmental and Asset Management teams within the Project Development and Delivery Section and other sections within the division. Ensure effective communication is maintained to promote cohesiveness, innovation, and timely delivery of projects within the section and division.

Monitor consultant procurement by airport sponsors and oversee external partners' use of professional engineering services based on a qualifications-based selection process. Provide support in developing Requests for Proposal (RFP), assist in determining scoring criteria, serve on selection committees, assist in negotiating contracts, attend de-briefs with consultants, manage contract tasks, review invoices, and complete consultant grading.

Lead the Project Delivery Team in providing exceptional customer service to internal and external customers, exercising effective listening skills, providing

prompt responses, maintaining complete and accurate documentation, and communicating effectively. Serve as a liaison between Aeronautics sections and teams when collaborating with state agencies, the Federal Aviation Administration (FAA), municipalities, private sector partners, and research institutions for project delivery.

Establish and ensure a direct relationship between quality and work outcomes by developing and implementing quality control and quality assurance processes for the Project Delivery Team to address aviation infrastructure needs related to the accurate delivery of projects. Assist in the development and lead the implementation of process improvements for project delivery by staying current on FAA policy changes, project management strategies, and best practices in airport infrastructure development.

Assist with managing the policy direction for the Project Delivery Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that support adherence to federal and state requirements, include best practices, and improve planning processes. Assist with the financial performance of the Project Delivery Team in alignment with TDOT financial processes to ensure transparency and accountability. Ensure projects comply with FAA regulations (e.g., Airport Improvement Program (AIP), ACIP, National Environmental Policy Act (NEPA), Part 139) and state/local guidelines.

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. Provide technical knowledge and training to enhance the strategic vision for long-term project delivery needs for Tennessee's aviation network.

Ensure the Project Delivery Team remains current on national best practices as they relate to aviation systems processes and procedures; incorporate research, evaluations, and implementation of emerging processes and technologies into the aeronautics and aviation responsibilities that will improve efficiency, resiliency, effectiveness, reliability, sustainability, and the safety of Tennessee's transportation network; 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.

Provide oversight in developing the Project Delivery Team deliverables and ensure they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, production of annual reports as required, and an established track record of success. Promote quality through data-driven performance reviews of lessons learned during projects.

Qualifications

- Bachelor's degree in Engineering
- 5 years of demonstrated competency in aviation project management and delivery or a related field
- Professional Engineering (PE) License

Ideal Candidate

The Project Delivery Team Lead excels in developing, managing, and administering innovative aviation programs and projects. They demonstrate strong communication, leadership, and team management skills, effectively engaging with stakeholders at all levels. As the Project Delivery Team Lead, they provide direction on best practices and state and federal regulations, fostering innovation within their team. They possess a strong understanding of airport planning, airspace regulations, and aviation project development and delivery. They can demonstrate a proven track record in managing aviation projects from planning through execution, ensuring compliance with FAA guidelines (e.g., ACIP, AIP, NEPA). The Project Delivery Team Lead can work with airports, the FAA, state DOTs, consultants, and industry partners to align project goals and regulatory requirements. Their role is critical in identifying opportunities

to address challenges while planning for the future.