

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.



Alternative Delivery Technical Coordinator 1

Alternative Delivery Division

\$61,428.00 annually

Job Overview

The Alternative Delivery Technical Coordinator 1 supports Divisions, technical disciplines, Project Teams, Project Managers, and the Region Quality Sections with project-specific and program-wide project administration activities, data analysis, reporting, and contract compliance and fulfillment. This position collaborates with Project Teams to identify technical challenges that arise during the entire project development and construction process and ensure the effective and timely delivery of the Department's Work Program.

The Alternative Delivery Technical Coordinator 1 position ensures Department policies, technical guidance, and alternative delivery procedures are incorporated into project administration activities for alternative delivery projects. This position must effectively articulate both pre-construction and construction administration concepts and documentation through mentoring and collaborating as part of a matrix organization.

Essential Job Responsibilities

Support Project Teams, Alternative Delivery Project Managers, and the efficient delivery of TDOT's Work Program by providing program administrative and technical support as part of procurement, preconstruction, and construction activities. Assist in accomplishing efficient project coordination activities that provide for timely and accurate documentation, technical reporting, invoicing, and records compliance.

Implement and maintain TDOT's quality management practices through the alternative delivery procurement process to ensure project deliverables meet established standards for technical accuracy, regulatory compliance, and performance expectations. Ensure the consistency, clarity, and completeness of RFPs, submittals, contracts, and technical packages. Ensure that quality management processes reinforce transparency, accountability, and risk mitigation throughout the alternative delivery lifecycle.

Assist with compiling contract documents, coordinating with the Headquarters Construction Division for project lettings, and working closely with regional Alternative Delivery teams to support various technical aspects of project delivery. Manage project documentation, including contracts, change orders, plans revisions, project updates, daily work reports, materials and testing requirements, and technical submittals per the TDOT Records Retention Policy. Prepare, review, and process

reports, correspondence, and technical documents as required. Update and maintain project databases and filing systems, including SmartWay, to ensure the accuracy and accessibility of information. Operate equipment necessary to collect, analyze, and present data. Support Region Business Solutions as part of the accountability measures needed to procure, receive, and pay for items.

Monitor project performance using scheduling software and analytics to assist Project Teams in achieving established milestones and key activities, including submittals and reviews. Evaluate progress, identify impacts to the critical path, and analyze schedule performance indicators to highlight potential risks or delays. Generate and interpret detailed reports that support Alternative Delivery Project Managers in optimizing workflows and maintaining schedule alignment. Monitor the project risk register to identify and track schedule-related risks, contributing to mitigation strategies that minimize potential impacts.

Collaborate closely with cross-functional stakeholders to proactively address scheduling challenges and support timely resolution. Conduct what-if scenario analyses to evaluate the potential effects of scope changes or delays that aid in informed decision-making. Develop contingency plans and alternate schedules to assist Project Teams in maintaining progress and minimizing disruption. Continuously monitor the effects of schedule deviations to assess impacts on overall project delivery and provide recommendations for adjustment.

Communicate effectively with Alternative Delivery Project Managers and other stakeholders to ensure project milestones and scheduled activities align with the overall program delivery goals and the Request for Proposals (RFP) when applicable. Provide regular updates to help bridge gaps between teams and improve overall project execution.

Prepare reports for TDOT Leadership, offering insights into statewide activities and the development of the Department's Work Program, ensuring that schedule dates are accurate, feasible, and aligned with program objectives.

Remain current on project scheduling software, tools, and methodologies. Utilize advanced analytics and reporting tools to maintain accurate and reliable schedules for delivering the Department's Work Program.

Provide exceptional customer service to project stakeholders by developing and maintaining project schedules, ensuring they are easily accessible and organized, exercising effective listening skills, and communicating effectively.

Qualifications

- Associate's or bachelor's degree
- 3 years of demonstrated competency in transportation, project management, or related technical discipline.
- Project Management Professional (PMP) Certification preferred.

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in transportation, project management, or related technical discipline.
- Project Management Professional (PMP) Certification preferred.

Ideal Candidate

The Alternative Delivery Technical Coordinator 1 is highly skilled in using project scheduling software to develop and manage detailed schedules. They are experts in project schedule principles, including establishing and maintaining baseline schedules, tracking progress, analyzing critical paths, and developing recovery options. The Alternative

Delivery Technical Coordinator 1 collaborates with project managers to ensure alignment and timely project delivery, and their natural communication abilities allow them to convey technical information clearly.