

**Transportation Project Specialist
Supervisor 2
Roadway Design Division**



Office of Quality Assurance Quality Control

This engineering position assists two managers and supervises 5 employees within the Quality Assurance/Quality Control unit of the Roadway Design Division. This employee must have very good written and communication skills, manage time and priorities, train and coach employees, and solve workplace problems. A Professional Engineering License is preferred. Under general supervision, responsibilities include:

- Assigns projects for employees to review and assures projects are reviewed within the time frame associated with plan size
- Reviews comments of employees for each plan set to assess cross training needs within the group
- Reviews comments of employees for each plan set to assess common mistakes made by designers, compiles the information, and publishes the information on the Roadway Design website
- Provides information to TDOT personnel and consultants
- Works with other TDOT Divisions (Local Programs, Environmental, Construction, etc.) to discuss Checklists and needs for each plan submittal
- Completes Individual Performance plans of employees. Works with employees to improve workflow. Holds weekly meetings with staff. Attends weekly meeting with managers and monthly meeting with Director.
- Works with units within the division (CADD, Roadway Standard Drawings, etc.) to ensure changes made by Roadway Design personnel are shared and implemented in QAQC checks

This position is an Alternative Workplace Solutions Position. This position will work from home a minimum of four days a week. Personnel may be asked to come into the office which is located at TDOT Headquarters (505 Deaderick Street) in downtown Nashville or attend statewide day trip meetings approximately two times per month to attend field reviews.