

## Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

## What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

For more information on this division, please see link below:

[Insert TDOT Division page link](#)



## **TSMO Special Projects Manager** TDOT Location Location: Nashville, TN Compensation: \$6,045 to \$7,857 monthly

### Overview

The Tennessee Department of Transportation is currently hiring a full-time **TSMO Special Projects Manager** for our Headquarters location in Davidson County.

The Traffic Operations Division is a Headquarters work unit that establishes policy and procedure, design of capital improvement projects, and provides technical support to Regional TDOT staff. The Traffic Operations Division is responsible for the following operations:

1. Management of Traffic Management Center (TMC) & Traffic Incident Management (TIM) programs
2. Transportation system performance monitoring and reporting
3. Establishing TMC, TIM, & Traffic Engineering guidelines and procedures
  - Manage TDOT wireless radio network
4. Review of national best practices for Transportation Management & Operations (TSM&O) and emerging technology such as Connected and Autonomous Vehicles
5. Support the communication, coordination, and collaboration between Headquarters and Regional offices Research, management, and deployment of ITS projects
6. Prepare ITS designs and support deployment of ITS infrastructure.
  - ITS Architectures and System Engineering Analysis
7. Provide Traffic Engineering legal support for TDOT/State Government (State Traffic Engineer)
8. Perform traffic engineering studies (including traffic simulation and analysis)
9. Prepare traffic signal, roadway lighting, and roadway signage designs
  - Manage state Logo and Tourist Oriented Directional Signs (TODS) programs
  - Motorist Information Systems management & support (Tennessee Smart-way, 511, Twitter)

**Transportation System Management and Operations (TSMO)** is an integrated set of strategies to optimize the performance of existing infrastructure through the implementation of multimodal and intermodal, cross-jurisdictional systems, services, and projects designed to preserve capacity and improve security, safety, and reliability of the transportation system.

Position Objective: Lead the implementation of priority emphasis areas of the TDOT TSMO Program including integration of TSMO in TDOT business practices agencywide.

The goals of TSMO Special Projects Manager position include:

1. Serve as a resource to all Offices within the Traffic Operations Division (TOD) with the available bandwidth and focus to move forward with projects and initiatives that have been identified by Traffic Operations Division (TOD) Leadership.
2. Serve as an agent for change to assist all Offices within TOD and Regions in achieving performance goals by leveraging TSMO strategies, coordination, and integration.
3. Support the TDOT Mission to provide a safe and reliable transportation system that supports economic growth and quality of life through accomplishing TSMO Goals: Safety, Efficiency, Reliability, and Preservation

As TSMO becomes the lens through which all functional areas of the Traffic Operations Division are viewed, the TSMO Special Projects Manager has the following objectives:

1. Ensure that TSMO is effectively integrated into internal and external transportation services in Tennessee
2. Lead the update and continuous integration of TDOT's Traffic Operations/TSMO Program Plan
3. Coordinate with local planning agencies to support the identification and development of TSMO activities in local planning processes.
4. Coordinate Regional TSMO Teams/Task Forces
5. Facilitate the effective function of TSMO committees and working groups to enable long term integration of TSMO into agency culture.

## **Responsibilities**

Direct roles and responsibilities for this position

### 50% - Special Projects/TSMO Mainstreaming/Implementation of the TSMO Program Plan

1. Integration of TSMO in TDOT business practices agencywide, administration of all academic research contracts and grants, and support for Region TMC / HELP, ITS Design/Deployment, and Traffic Engineering for TSMO Mainstreaming.
2. Implementation of current TSMO Program Plan using Cross Cutting Strategies at the Strategic, Program, and Deployment Levels.
3. Lead the transition to the focus areas of the TSMO Program Plan update: Awareness Building, Organizing for TSMO at TDOT, and Advancing Projects
4. Improve TSMO outreach; organizing and providing focus and vision to our ad hoc TSMO Mainstreaming efforts.
5. Coordinate with multiple HQ Divisions, Region Offices, and external stakeholders on topics related to advancing TSMO within TDOT.
6. Unite the TSMO efforts from all Offices within Traffic Operations Division (TOD) and the Regions specifically as it relates to emerging technology and innovative TSMO strategies. These often relate to the TOD Research Program and FHWA Grants
7. Assist and/or lead TSMO related strategies and implementation tasks within the TSMO Program Plan.
8. Coordinate with and support TOD Leadership across all divisions and functional areas to develop and implement TSMO strategies and expand and communicate the value of TSMO throughout the agency.

### 25% - Budget

1. Lead budget planning, operations, and invoice processing for TOD.
2. Oversee grant writing and partnering efforts for TOD.
3. Program level oversight of contracts, consultant work orders, and procurement activities.

### 25% - Connected and Automated Vehicles (CAV) Program

1. Coordinate CAV efforts that cut across all offices with TOD.
2. Serve as central point of contact for CAV research, partnerships with peer state DOTs and local signal agencies within Tennessee
3. Work with stakeholders to identify CAV use cases and partnering opportunities.

### Supervisory Responsibility

This position will have supervisory responsibility for a Transportation Monitor 1 position who will handle invoices/work orders/grant assistance and assist with TSMO Special Projects and CAV Program development.

## **Qualifications**

Qualifications from Job Specifications

1. Education equivalent to graduation from an accredited college or university with a bachelor's degree or master's degree and experience equivalent to five (5) years of full-time work in one or a combination of the following areas:
  - a. technical supervision of staff in a transportation related area; or
  - b. professional experience involved in the
    - i. supervision or administration of transportation regulatory programs or services or
    - ii. managing programs and/or projects to determine compliance with organizational rules, regulations, or related standards.
2. Five (5) years of full-time experience in program and/or project management
3. Three (3) years of direct supervisory experience

Special skills, knowledge or experience required or desired

1. Extensive knowledge of transportation industry standards and experience in Transportation System Management and Operations (TSMO) principles, strategies, and implementation.
2. Broad knowledge base in traffic engineering and ITS principles as it relates to TSMO mainstreaming and implementation
3. Extensive knowledge of budgets, accounting principles, and procurement processes; ability to quickly learn TDOT invoice processes and procurement processes; and experience with federal grant requirements
4. Technical knowledge of Connected and Automated Vehicle design, deployment, and support

**Applications must be submitted online in order to be considered for the position.**

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>  
Select **ADMIN SERVICES ASSISTANT 4-041019-175267**

Questions? Email [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.