

Transportation Manager 2

Environmental Technical Studies Office

The Transportation Manager 2 (TM2) over the Environmental Technical Studies Office within the Environmental Division performs managerial duties for a moderately sized headquarters office that includes a variety of environmental resources specialists: Cultural Resources, Hazardous Materials/Air & Noise, and Ecology. The TM 2 is responsible for the resources of the office that includes personnel resources, consultant resources, programmatic resources, and field technology resources. The TM2 will manage the resources of the section and work closely with section managers to ensure that compliance documents are completed within the agreed-upon timeframe that allows the subsequent NEPA documents to be completed within TDOT's project schedule. The TM2 should demonstrate a familiarity with federal regulations and TDOT processes and have the ability to synthesize resource-specific information that can then be reported to Environmental Division Upper Management and Department Upper Management on project-related issues, programmatic issues, and regulatory issues on a routine basis. The TM2 will be tasked with streamlining processes through updating appropriate agreement documents, creating agreements, if they do not exist, setting section-specific points of accountability to ensure documents are completed within the agreed-upon timeframe, overseeing section-specific written processes that guide staff in daily activities, managing multiple data repositories that can be used to run reports for project management meetings, construction letting meetings, work plan meetings, yearly audits, and other division management reporting requirements.

The TM2 should be an effective communicator that is comfortable regularly coordinating with other offices within the Environmental Division, multiple divisions and regions throughout TDOT, and other state and federal regulatory agencies. The TM2 will work closely with the managers of the Environmental Technical Offices (ETO) in each of TDOT's four regional headquarters. The TM2 will ensure that environmental processes are uniform throughout the state with regular coordination and communication with ETO offices. This coordination will include technical guidance, monthly meetings, and division of projects. The Environmental Technical Studies Office is a high-volume office that handles between 500-700 projects annually; the ideal TM2 candidate will have experience organizing, planning, and prioritizing a large workload for office management, supervisors, and staff with diverse subject matter expertise.