



Operations District Specialist – Knoxville & Newport Construction Offices

TDOT's Eastern region is accepting applications for Operations District Specialist positions working in the Construction offices located in Knoxville and Newport, TN. This position is responsible for inspecting all aspects of construction; Meeting with public, business owners, government officials to discuss any concerns they might have; Submitting updates and schedules of progress of construction projects; Measuring required quantities of work performed on construction projects and calculating monthly estimates for payment; Attending scheduled project meetings and working closely with all entities involved with a project to ensure that tasks are completed on schedule.

An employee in the Operations District Specialist Title will find themselves in a challenging, forward thinking, quality of life oriented organization that is committed to being the best State Department of Transportation in the United States. Typical duties for this position may include:

- Ensure the construction of roadway projects adhere to TDOT Engineering specifications and standards.
- Identify infrastructure issues that may require repair, safety improvements, environmental protections, and/or operational improvements.
- Review upcoming construction projects for constructability – identify potential issues or conflicts and assist in resolution of such.
- Interpret construction plans, standard drawings, specifications, various rules and regulations, TDOT policies and procedures for TDOT's internal and external partners to facilitate understanding, improve communications, ensure compliance, and guide assigned work.
- Provide technical support to fellow employees and TDOT business partners by applying sound professional level Civil Engineering principles.
- Evaluate construction jobsites for adequacy of safety and environmental protections.
- Monitor project budgets and critical path schedules to ensure timely completion of construction projects within financial constraints set forth.
- Assist in completion of estimates in a prompt and thorough manner.
- Complete training required to more thoroughly understand processes, adequately inspect TDOT workplaces/jobsites, and become a more competent/well-rounded TDOT employee.
- Maintain communication with fellow employees and TDOT business partners to foster a mutual respectful, productive work environment.
- Respond to public inquiries and/or concerns in a punctual and appropriate manner.

Minimum Qualifications for this position include:

- Passage of passed the National Council of Examiners and Surveys' (NCEES) Fundamentals of Engineering exam.
- One year of full-time professional civil engineering work.
- Bachelor's Degree in Civil Engineering.