

## Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking.

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 position please see job specification link:**

<https://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=102657&viewOnly=yes>



## Solicitation and Contract Manager (Transportation Manager 1)

Procurement and Contracts Division

Location: Nashville, TN

### Overview

The Tennessee Department of Transportation is currently seeking a motivated, enthusiastic professional with experience in solicitations, contract management, and leading teams to oversee the development of all statewide low-bid and qualification-based solicitations and manage the lifecycle of all TDOT Contracts.

The Solicitation and Contract Manager should attend pre-bids as necessary for establishing contracts, communicate with General Services on a weekly basis, and keep the contract team up to date on the latest rule changes, trends, problems, etc. The Solicitation and Contract manager shall work with the TDOT Procurement Advisory and Training Manager to instruct team members on creating proper scope and contract documents, developing standard solicitation structure, managing the lifecycle of a contract and remaining compliant, and standardizing contract processes statewide.

### Responsibilities

Visits any work site, as needed, in order to review and audit all contract operations.

Oversees the development of all Fiscal Review Packets and provides any requested information related to the Fiscal Review process.

Oversees the processing of all Request Documents, related to procurement and contracting, for TDOT, the Central Procurement Office, or the Comptroller's Office.

Responsible for all TDOT statewide solicitation and contract processes within purview of the TDOT Procurement and Contracts Division.

Reviews and arranges training for staff, as needed or required, in order to ensure they have the knowledge necessary to perform their duties responsibly and efficiently. This will be measured by monitoring new user's access and evaluating training methods.

Coordinates with the Central Procurement Office and attends necessary meetings to ensure contract compliance and collaboration with best practices.

Provides subject matter expertise for developing the TDOT Procurement and Contract Division's standard operating procedures (SOP) and its annual review.

### Qualifications

**Education and Experience:** Education equivalent to graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time work in one or a combination of the following areas: (1) technical supervision of staff in a transportation related area; or professional experience involved in the (2) supervision or administration of transportation regulatory programs or services; (3) civil engineering, architectural design, or construction operations (e.g., maintenance, materials testing, construction inspection); (4) analysis of environmental or historical impact data; (5) related community or transportation planning activities, including public transportation, aeronautics, railroads, or waterways; (6) government land appraisals or land acquisitions for public usage;

or (7) managing programs and/or projects to determine compliance with organizational rules, regulations, or related standards. At least two of the required five years must be supervisory or higher experience in one or a combination of the following areas: (1) supervision or administration of transportation regulatory programs or services, including, but not limited to, highway maintenance administration; (2) professional transportation-related program experience including, but not limited to, planning, civil engineering, construction operations, aeronautics, public transportation, railroads, waterways, analysis of environmental or historical impact data, or government land appraisals or acquisitions for public usage; or (3) cartography or photogrammetry; or (4) managing programs and/or projects to determine compliance with organizational rules, regulations, or related standards.

**Substitution of Education for Experience:** Possession of a master's degree from an accredited college or university may substitute for the required experience to a maximum of two years.

**Substitution of Experience for Education:** Qualifying technical or higher experience involved in a transportation-related area or professional experience in one or a combination of the following areas may substitute for the required education on a year for year basis to a maximum of four years: (1) supervision or administration of any transportation regulatory program or service; (2) civil engineering, architectural design, or construction operations; (3) analysis of environmental or historical impact data; (4) community or transportation planning activities; (5) government land appraisals or land acquisitions for public usage; or (6) managing programs and related projects to determine compliance with organizational rules, regulations, or related standards. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education.)

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

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.