

TRANSPORTATION MANAGER 1

Statewide Region and District Oversight

The Transportation Manager 1 (TM1) will monitor purchases in order to acquire products at the lowest cost, which will also meet the needs of the Department. This will be measured by review of pre-bids, communication with General Services, and teaching procurement officers. The TM1 should attend pre-bids as necessary for establishing contracts, communicate with General Services on a weekly basis and keep the procurement officers statewide up to date on the latest rule changes, trends, problems, etc. The TM1 shall work with TDOT Procurement Training and Compliance to instruct procurement officers statewide on how to write strong specifications and communicate to all procurement officers that all asset purchases must have an Edison Item ID.

This position will visit each work site on a regular basis in order to review and audit all procurement operations. This will be measured by a review of the work completed at each procurement location, providing training, and reviewing bids. This position will visit each Region at least once a quarter and each District at least once a year, to review the procurement officer's work. Additionally, the TM2 should offer suggestions to the procurement officer to be more effective, ask questions during the yearly visit to determine if there are any barriers or problems at their site that would prevent the procurement office from being compliant, and make sure bids are being taken as required when making purchases. Also train procurement officers continually on the Edison system and stay up to date on training offered by General Services and notify procurement officers.

This position will monitor payment card activities and provide training to all payment card users in order to prevent users from making unapproved purchases of commodities or violate any purchasing rules. This will be measured by monitoring use of payment card activities.

This position will review and arrange training for staff in order to ensure they have the knowledge required when requesting items through the procurement process. This will be measured by monitoring new user's access and evaluating training methods.