

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.



Ancillary Technical Coordinator 1

Asset Management Division – Ancillary Infrastructure Asset Section
Nashville, TN
\$61,428 annually

Job Overview

The Ancillary Technical Coordinator 1 supports the optimization and management of TDOT's ancillary infrastructure assets in direct coordination with the Ancillary Infrastructure Asset Section team and other department sections. This role assists with implementing asset management strategies and best practices, gathering, verifying, and analyzing data on ancillary infrastructure assets to support asset management planning and decision-making. This position assists with the development, implementation, and oversight of asset management strategies for ancillary infrastructure assets aligning with state and federal requirements. This position also assists with using dashboards, data analytics, and tools that enable data-driven decision-making.

The Ancillary Technical Coordinator 1 interprets and analyzes data to assess TDOT's performance against departmental policies, standards, and goals. This role aids with lifecycle tracking and financial accuracy within the Asset Management System. This role maintains organized records, facilitates responsive communication and collaboration, and enhances operational efficiency and strategic asset utilization within TDOT's Work Program.

Essential Job Responsibilities

Assist and support the Ancillary Infrastructure Asset Section team and other department sections in implementing asset management strategies, policies, and best practices to optimize TDOT's ancillary infrastructure assets. Manage performance dashboards and create data analytics reports that support data-driven decision-making for budget planning, resource allocation recommendations, and effective maintenance and enhancement of ancillary infrastructure assets within the asset management team.

Gather and analyze level of service data, develop dashboard metrics, and benchmark against other states and industry best practices. Assist and support field-level reviews for ancillary infrastructure assets, collect procedural information, interpret data, and assess TDOT's current performance. Track asset lifecycle and financial accuracy, helping to ensure the right asset is fixed at the right place at the right time.

Identify, evaluate, and document risks related to ancillary infrastructure assets, including structural deficiencies, environmental influences, and service levels. Assess the condition, operational use, and compliance of each asset with TDOT's safety policies, procedures, and standards. Document maintenance requirements to support

effective asset utilization and inventory management needs. Maintain ancillary infrastructure asset management databases, ensuring data accuracy and integration with other asset systems to ensure seamless data flow and reporting.

Assist and support training and technical guidance to team members and other technical disciplines on asset management best practices, ancillary infrastructure inspection protocols, and data entry procedures according to the TDOT Technical Training Director requirements. Establish performance metrics and track asset performance over time, generating reports for leadership to support strategic decision-making. Communicate the status of ancillary infrastructure assets, program goals, and resource needs to leadership, government agencies, and the public to foster transparency and support for asset management initiatives.

Identify opportunities for process improvements with ancillary infrastructure asset management practices, incorporating new innovative technologies, methodologies, and efficient measures.

Provide exceptional customer service to both internal and external customers; mentor and provide technical guidance; coordinate with other disciplines as part of a matrix organization; exercise effective listening skills; provide prompt responses; maintain complete and accurate documentation; and communicate effectively. Ensure deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Associate's or bachelor's degree
- 3 years of demonstrated competency in construction or related technical discipline.

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in construction or related technical discipline.

Ideal Candidate

The Ancillary Technical Coordinator 1 is a detail-oriented professional with a strong foundation in asset management and compliance. This individual is skilled in ensuring regulatory adherence across various asset types and has a thorough understanding of asset lifecycle and level of service needs. They possess a general understanding of dashboards and data analytics to inform strategic decisions, as well as the ability to coordinate asset repair and/or salvage needs, manage contracts, and process invoices accurately. The candidate excels in maintaining accurate records, communicating effectively with stakeholders, and collaborating with cross-functional teams to optimize asset utilization, reduce downtime, and support TDOT's operational and financial goals.