

## 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.



### **Fleet/Facilities Technical Coordinator 1**

Asset Management Division – Fleet/Facilities Asset Section

Nashville, TN

\$61,428 annually

#### **Job Overview**

The Technical Coordinator 1 for the Fleet/Facilities Asset Section of the Asset Management Division supports the optimization and management of TDOT's fleet and facility assets. This role assists with implementing asset management strategies and best practices by coordinating and conducting field inspections, ensuring accurate asset tagging, maintaining compliance with TDOT standards, and coordinating asset salvage in alignment with policy requirements. This role assists with implementing asset management strategies and best practices, using dashboards, data analytics, and tools that enable data-driven decision-making.

The Technical Coordinator 1 also ensures that asset contracts and invoices adhere to departmental policies, supporting lifecycle tracking and financial accuracy in the Asset Management System. By fostering organized records, responsive communication, and collaboration, this position enhances operational efficiency and strategic asset utilization within TDOT's Work Program.

#### **Essential Job Responsibilities**

Support the Fleet/Facility Asset Section in implementing asset management strategies, policies, and best practices to optimize TDOT's fleet and facility assets. Assist in maintaining performance dashboards and authoring data analytics reports that drive data-driven decision-making within the asset management team.

Develop and maintain comprehensive asset tagging guidelines and protocols, including tag type, material durability, location and attachment methods, and a unique coding system, ensuring accurate identification, regulatory compliance, and standardization across various asset categories such as vehicles, equipment, and facilities.

Input detailed information for each tagged asset into the asset management database and conduct initial verification audits to ensure compliance with guidelines and protocols, data integrity, accuracy, and tag readability, coordinating with cross-functional teams to maintain consistent and reliable fleet and facility asset tracking.

Ensure all assets are correctly tagged before deployment or use in department facilities or within the TDOT facility/fleet to enable accurate identification, utilization, preventive maintenance, and repair tracking.

Coordinate field inspections of fleet and facility assets in coordination with TDOT Regional Leadership and mechanics; assess each asset's condition, operational usage, and compliance with TDOT standards and safety protocols. Identify and document damage, safety hazards, or maintenance needs, ensuring proper asset utilization and inventory management.

Coordinate the salvage of tagged assets in accordance with TDOT policy, ensuring proper removal from inventory, compliance with regulatory and environmental standards, accurate documentation, and data handling to maintain historical records of performance and integrity within the asset management database.

Support TDOT's vehicle idle reduction and other fleet-related policies by implementing data collection protocols to monitor and ensure compliance.

Develop and implement protocols for motor pool authorized users, vehicle inspection procedures, preventive maintenance scheduling and tracking, and asset management strategies. These efforts aim to optimize fleet performance, ensure safety compliance, extend the lifecycle of department vehicles, and establish data auditing procedures.

Ensure fleet and facility asset contracts comply with TDOT policy, meet departmental specifications, include defined delivery and payment terms, provide warranty, maintenance, and support provisions, and document all details in the asset management database to support asset lifecycle value.

Verify and process invoices for purchased fleet and facility assets by matching the assets to purchase orders and contracts, ensuring accurate pricing, quantity, and condition while maintaining financial records to support asset lifecycle tracking and budget forecasting.

Assist in gathering asset performance data to help optimize utilization, reduce downtime, and control costs; assist in maintaining dashboards to provide leadership with actionable insights, enhance operational visibility, and inform strategic, data-driven investment decisions to maximize asset value and lifecycle.

Collaborate with Headquarters and Regional Offices to assess and identify training needs for enhancing data collection processes, ensuring data accuracy, and supporting the implementation of standardized practices in alignment with the department's Asset Management objectives.

Deliver exceptional service to internal and external stakeholders, ensuring accurate, prompt responses to inquiries, maintaining organized records, and supporting clear, effective communication to facilitate data-driven decision-making.

### **Qualifications**

- Associate's or bachelor's degree in business, administration, or other related field.
- 3 years of demonstrated competency in maintenance or related technical discipline.

### **OR**

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

### **Ideal Candidate**

The Technical Coordinator 1 candidate is a detail-oriented professional with a strong foundation in asset management and compliance. This individual is skilled in conducting field inspections, implementing asset tagging protocols, ensuring regulatory adherence across various asset types, and has a thorough understanding of fleet equipment use. They possess a general understanding of dashboards and data analytics to inform strategic decisions, as well as the ability to coordinate asset 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.