Fleet Facilities Senior Technical Specialist
Asset Management Division – Fleet/Facilities Section
Nashville, TN
$75,204 annually

Job Overview

The Senior Technical Specialist for the Fleet/Facilities Section of the Asset Management Division is critical in creating performance dashboards and conducting data analysis to optimize asset utilization. This role tracks critical performance metrics, establishes the level of service (LOS) standards, and ensures compliance with procedures for asset acquisition, lifecycle management, and salvage. Additionally, the specialist will research best practices and collaborate with internal teams to drive efficiency, cost-effectiveness, innovation, and alignment with TDOT's strategic goals.

The Senior Technical Specialist uses critical thinking skills to address challenges and make decisions that enhance the longevity of fleet and facility assets, contributing to the efficient operation of TDOT's transportation system. This role requires close collaboration with TDOT divisions, project teams, regional leadership, and District Maintenance to deliver cost-effective and sustainable asset management solutions.

Essential Job Responsibilities

Create, implement, and manage comprehensive dashboards to provide near real-time, actionable insights into fleet and facility asset conditions and usage. These dashboards will support transparent reporting, enhance visibility into operational efficiency, and inform strategic, data-driven investment decisions.

Assist in developing a detailed fleet and facility asset budget. This involves prioritizing acquisition, maintenance, and replacement needs that align with TDOT's strategic objectives, ensuring sustainable asset management and optimal resource allocation and utilization.

Remain current on national best practices related to TDOT asset management guidelines, including those established by the American Association of State Highway and Transportation Officials (AASHTO), FHWA, local and state officials, Transportation Research Board (TRB) National Cooperative Highway Research Program (NCHRP), and other relevant Department standards and procedures. Conduct in-depth research and benchmarking on nationwide trends in fleet and facility asset management, engaging in peer exchanges and analyzing other State DOT's approaches to identify strategies that optimize asset life cycle, increase cost efficiency, and drive innovation in asset management. Assist and support fleet/facilities data collection, storage, and analytics driven by AI, advanced telecommunication systems, and Automatic Vehicle Locator

(AVL) that improve near real-time asset information, processing, accuracy, and outputs.

Gather, analyze, and interpret comprehensive data on asset performance to provide leadership and asset management cross-functional teams with insights that guide asset utilization optimization, proactive downtime reduction, and effective operational cost control. Emphasize data accuracy and relevance to support a data-driven approach that maximizes asset value and lifecycle.

Develop, implement, and continually assess LOS metrics tailored for each fleet and facility asset. Regularly analyze performance trends, identify improvement opportunities, and recommend targeted actions to enhance asset reliability, extend lifecycle value, and align with TDOT's operational standards. Collaborate with stakeholders to ensure practical application and integration of these metrics.

Ensure compliance with established operating guidelines for the acquisition, lifecycle management, maintenance, and salvage of fleet and facility assets. Regularly review and recommend fleet/facilities standard operating procedure updates to incorporate best practices, new technologies, and regulatory changes, ensuring that all assets are managed safely, cost-effectively, and sustainably across their lifecycle.

Deliver exceptional customer service to project stakeholders by sharing relevant data, ensuring accessible and organized data information, practicing effective communication, and maintaining positive public and departmental relations. Respond promptly and accurately to inquiries from the public and department personnel.

Qualifications

- Bachelor's degree in engineering, business, administration, or related fields such as management and facility administration.
- 3 years of demonstrated competency in technical documentation and reporting, ability to translate complex data into actionable insights, understanding of asset management principles or related technical discipline.

OR

- Master's degree in engineering, business, administration, or related fields such as management and facility administration.
- 2 years of demonstrated competency in technical documentation and reporting, ability to translate complex data into actionable insights, understanding of asset management principles or related technical discipline.

Ideal Candidate

The Senior Technical Specialist is a highly detail-oriented professional with expertise in fleet and facility asset management, data analysis, and strategic planning. They excel in designing and managing dashboards for real-time insights, enabling transparent reporting and data-driven investment decisions. Their proficiency in research and benchmarking informs best practices in asset management, optimizing asset lifespans and cost efficiency. With solid skills in communication, technical writing, and collaboration, the Senior Technical Specialist ensures compliance with operating guidelines, tracks critical performance metrics, and maintains LOS standards to enhance asset reliability. Their organized, proactive approach supports TDOT's mission to deliver efficient, sustainable, and strategically aligned asset management, benefiting both TDOT and its stakeholders.