

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. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



Fleet/Facilities Asset Manager

Asset Management Division – Fleet/Facilities Section

Nashville, TN

\$110,004 annually

Job Overview

The Fleet/Facilities Asset Manager will lead, mentor, and train technical staff through empowerment, communication, and delegated authority. This position will develop work plans that align with the Fleet/Facilities Asset Section's strategic vision and will effectively delegate authority and responsibility, when applicable while ensuring the availability of resources for the Fleet/Facilities Asset Section to be successful. This position will collaborate with TDOT leadership in establishing, identifying, and monitoring performance measures that provide critical information needed for the implementation of strategic initiatives that drive efficient and effective activities to meet or exceed the Department's goals and objectives.

The Fleet/Facilities Asset Manager will lead the development of Department policies, technical guidance, procedures, and manuals directly related to managing the Department's assets. This position will supervise technical staff and develop performance plans, schedules, and budgets, ensuring each team member's expected outcomes, performance, and accountability. The Fleet/Facilities Asset Manager, in collaboration with the Bureau of Engineering, the Bureau of Planning, the Bureau of Administration, and Executive Leadership will research national best practices to drive innovation and efficiency that maximize the value of the Department's fleet and facilities.

Essential Job Responsibilities

Facilitate and lead annual Fleet and Equipment meetings with representatives of all asset owners to develop and implement processes and guidelines. Review asset management plans and assist with developing prioritized needs as part of the annual fleet and equipment requests. Serve as the liaison for aligning fleet investment priorities with the Department's goals and responsibilities. Responsible for the fleet and equipment budget for the entire department. Collaborates with each asset owner to develop short-term and long-term plans that assist in prioritizing needs and determining requests.

Establish and implement standard operating guidelines for decision-making processes related to the purchasing, lifecycle management, end-of-life retirement, and sale of all fleet and facility assets. Collaborate in developing and managing statewide contracts, policies, and procedures for maintaining and repairing assets by non-TDOT external vendors, ensuring that all work is cost-effective, timely, and within the defined scope.

Collaborate in the development and execution of statewide Asset Management fleet and facility policies and procedures to ensure efficient and consistent purchasing, leasing, and authorized usage management. Set performance metrics, aligning policies with TDOT's strategic objectives and regulatory requirements, and driving continuous improvement and operational excellence in fleet and facility asset management practices.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Analyze departmental data, conducting cost analysis and forecasting future needs to ensure efficient resource allocation. Identify and establish key service level metrics to evaluate fleet performance, monitor fleet utilization and maintenance trends, and develop dashboards to provide real-time insights. Make strategic recommendations to align operations with TDOT's goals, fiscal policies, and industry best practices, ensuring continuous improvement and operational efficiency.

Review, update, and manage TDOT's facility assessment and auditing program to ensure it meets organizational standards, including establishing service level metrics, monitoring trends, and making recommendations to align the program with TDOT's strategic goals and objectives.

Lead the Fleet/Facilities Asset Section in providing exceptional customer service to both internal and external customers by fostering economic competitiveness through prioritizing investments, maintaining complete and accurate documentation, communicating effectively, and providing accurate, real-time data. Lead and facilitate annual Facility team meetings to collaborate on prioritizing asset needs. This includes setting the level of service metrics, creating policies and guidelines for determining repairs and replacements, and creating processes to review facility needs versus organizational structure (space management).

Lead performance-based planning and data-driven decision-making within a matrix organization to optimize the return on investment in fleet and facilities. Develop lifecycle cost solutions, conduct proactive risk assessments, and address operations and maintenance concerns. Forecast the impact of project bundling, resource sharing, and asset optimization while delivering exceptional customer service and fostering economic competitiveness.

Oversee the development of a multi-level performance management dashboard to drive transparency, accountability, and strategic investment decisions. Provide TDOT leadership with key insights on the consequences of investment choices, ensuring alignment with a clear lifecycle investment strategy for assets. Maintain accurate, real-time data and prioritize investments to support organizational goals.

Participate in national-level peer exchanges that optimize fleet and facility life cycles, innovation, communication, reporting, and assessment. Create training to assist with proficiencies, focusing on critical competencies driving performance.

Assist in ensuring Fleet/Facilities Asset deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Bachelor's degree in Business, Engineering, Administration, or other related fields such as management and facility administration
- 8 years of demonstrated competency in a transportation engineering field, that includes at least 2 years of demonstrated competency in supervision.

Ideal Candidate

The Fleet/Facilities Asset Manager is highly organized and deeply understands asset management principles. They possess a firm understanding of asset management software and data analytics tools, as well as extensive experience in fleet and facilities management. The Fleet/Facilities Asset Manager possesses excellent communication and interpersonal skills, is familiar with relevant industry regulations and compliance requirements, and demonstrates exceptional leadership qualities to drive cross-functional teams. They communicate clearly and effectively and maintain positive relationships with colleagues. Above all, their focus on optimizing TDOT's asset performance and ensuring long-term sustainability sets them apart.