

## 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.



### **Ancillary Infrastructure Asset Manager**

Asset Management Division – Ancillary Infrastructure Section

Nashville, TN

\$124,800 annually

### **Job Overview**

The Ancillary Infrastructure 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 Ancillary Infrastructure Asset Section's strategic vision and will effectively delegate authority and responsibility when applicable while ensuring the availability of resources for the Ancillary Infrastructure 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. This position will also be responsible for compiling the data and producing the reports in collaboration with other Divisions and Sections that comply with Federal Highway Administration requirements.

The Ancillary Infrastructure Asset Manager will assist in the development of Department policies, technical guidance, procedures, and manuals that are directly related to ancillary assets. This position will supervise technical staff and will develop performance plans, schedules, and budgets, ensuring the expected outcomes, performance, and accountability of each team member. The Ancillary Infrastructure Asset Manager, in collaboration with the Bureau of Engineering, the Bureau of Planning, the Bureau of Administration, and the Executive Leadership will research national best practices to drive innovation and efficiency that maximize the value of the department's ancillary asset management program.

### **Essential Job Responsibilities**

Manage resources and staff utilization to ensure plans and programs are aligned with TDOT's strategic goals. Lead the development of asset management driven policies, processes, and guidelines. Manage external partners together with the Professional Services Division, including the negotiation of contracts, development of contract scopes, and documentation of consultant qualifications.

Provide support in the development of the Request for Proposal (RFP) by attending project-specific marketing meetings, determining scoring criteria, participating in project information sessions, serving as a scorer as part of the consultant acquisition process and Brooks Act, and attending de-briefs with consultants, including those projects for which Alternative Delivery methods are applied and the Consultant Acquisition Program (CAP) requirements.

Establish and ensure there is a direct relationship between quality and work outcomes by serving as the link for investment priorities contained in the State Transportation Improvement Program (STIP) to the achievement of performance targets, including the responsible use of fiscal resources, protection of natural resources, availability of accurate data, adherence to planned budgets and schedules, and implementation of a post-delivery project and program analysis.

Manage change, clarify the vision, take ownership of change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process. Study the impact of replacement, rehabilitation, and repair options to assist the Program Managers with preventative maintenance that maximizes the ancillary asset level of service and life cycle.

Assist Project Teams, as part of a matrix organization, by communicating data-driven performance targets that improve the overall return on highway transportation investment projects; define asset management-related critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager; support the Project Managers by reviewing Scopes of Work in collaboration with all relevant Asset Management Sections, TDOT Roadway, TDOT Traffic Operations, TDOT Maintenance, and TDOT Construction; develop solutions based on overall lifecycle costs as part of Functional Design Plans development per the Project Delivery Network (PDN); proactively assess risk; communicate operations and maintenance concerns; and forecast the cause and effect of implementing Alternative Technical Concepts (ATCs) related to Alternative Delivery projects.

Oversee the Ancillary Infrastructure Asset Section by delivering outstanding customer service to both internal and external stakeholders, promoting economic competitiveness through strategic infrastructure investments, ensuring complete and accurate documentation, effective communication, and access to real-time, accurate data. Develop and implement a multi-year Asset Management Ancillary Plan to address asset data availability, programming, investment needs, and associated risks. Provide data and analysis to support the Performance Management Division in achieving the department's performance goals, metrics, and objectives. Identify all existing ancillary assets and assess available data. Expand the ancillary asset management program to incorporate additional data sources and assets, identify gaps in data collection, and establish a framework for standardizing data inputs across departments. Assist and support the implementation of automated tools for data collection and reporting to improve efficiency and access for internal and external stakeholders.

Remain current on state and federal requirements related to Ancillary Structures and participate in national-level peer exchanges that focus on data management and security, rulemaking, innovation, communication, reporting, and assessment. Create and update training and assist with proficiencies focusing on critical competencies that drive performance. Ensure that performance initiatives are delivered consistently, according to Department and Federal Highway Administration guidelines, through effective and efficient review, analysis, and reporting of compliance with TDOT guidance documents, policies, and procedures.

Implement a multi-level ancillary asset performance management dashboard that provides for transparency, accountability, and a comprehensive approach to driving investment strategies and providing for an integrated transportation system. Provide key information to assist TDOT leadership in understanding the consequences of investment decisions across transportation assets.

Assist in ensuring Ancillary Infrastructure 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 Civil Engineering
- Professional Engineer (PE) License

- 8 years of demonstrated competency in a transportation engineering, construction management or structural field, that includes at least 2 years of demonstrated competency in supervision.

### **Ideal Candidate**

The Ancillary Infrastructure Asset Manager possesses a diverse set of skills, including technical expertise, strategic thinking, and exceptional communication abilities. They are familiar with asset management software tools and possess excellent analytical and problem-solving skills. Additionally, they have strong project management and organizational skills and are able to communicate effectively with others. The Ancillary Infrastructure Asset Manager is able to work well in cross-functional teams and has a deep understanding of industry regulations and best practices. They have the unique ability to convey complex technical information to diverse audiences. They balance multiple tasks and project deadlines while collaborating with stakeholders. They are a results-driven professional with a passion for infrastructure asset management and a desire to make a positive impact on the community.