

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.



Economic Projects Statewide Technical Specialist Concept Design Division – Economic Projects Section \$102,828 annually

Job Overview

The Economic Projects Statewide Technical Specialist ensures economic projects follow TDOT project development guidelines, design standards, and applicable Tennessee Code and serves as a subject matter expert for the Economics Projects Team. This position is responsible for ensuring statewide consistency in the analysis, development of concepts, and evaluation of potential economic projects. The Economic Projects Statewide Technical Specialist is responsible for assisting and supporting TDOT's Project Managers in defining critical goals and intended outcomes for scope, schedule, budget, and quality per the Project Delivery Network (PDN). These projects will range in complexity and risk from simple to highly complex. The Statewide Technical Specialist role requires collaboration with multiple TDOT Divisions, project team members, consultants, and other external stakeholders.

The Economic Projects Statewide Technical Specialist ensures that Department policies, technical guidance, procedures, and systems related to project development are current and accurate for incorporation into the project delivery process. This position assists in implementing the Quality Assurance Program as part of Project Management Division activities to reduce errors, delays, and contractor claims. This position provides statewide guidance and oversight of project management strategies and methodologies and implements solutions. The Economic Projects Statewide Technical Specialist monitors and manages the scope, schedule, and budgets of economic projects and makes required adjustments as necessary to ensure that the work completed is in alignment with the Department's Asset Management, Strategic Planning, and Investment goals.

Essential Job Responsibilities

Support and serve on Project Teams as part of a matrix organization as the economic projects subject matter expert: ensure Project Teams are aware of additional requested design features, associated local agreements, contracts, and deposits, and are aware of economic project stakeholders to maintain project continuity; respond to requests for support and guidance utilizing expertise to provide technical options and recommendations for consideration by the Project Manager and Project Teams to promote efficient project and program delivery.

Assist the Engineering Concepts Team with the review of potential economic project investigations, conceptual designs, cost estimates, evaluation, and concept reports. Assist cities, counties, and developers understand applicable Tennessee Code, project eligibility requirements, application and evaluation processes and procedures,

associated agreements, and project development, permitting, and construction options.

Apply context-sensitive design strategies; implement innovative concepts; and ensure recommendations are in alignment with Asset Management objectives and funding allocation and consistent with critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager. Optimize the Project Team's ability to mitigate risk and address unanticipated challenges related to project development and coordination.

Integrate Quality Management into all deliverables in compliance with Asset Management business objectives, the Project Management Division's guidance documents, processes, and procedures, and in alignment with the PDN with the purpose of reducing right-of-way delays, construction delays, and contractor claims. Assist Project Teams by providing reviews as part of TDOT's Quality Assurance Program.

Routinely collaborate with Asset Management, HQ Divisions, and Regions to identify and document knowledge that includes maximizing project successes, acknowledging national best practices, and incorporating effective solutions gleaned from past challenges. Assist with modifications to applicable policies, procedures, design standards, specifications, and special provisions.

Assist in the development of a Consultant Acquisition Plan (CAP) and serve on selection committees for professional engineering and non-engineering services. 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 attending de-briefs with consultants. For complex projects, support Project Managers and Project Teams in the management of external partners together with the Professional Services Division, including the negotiation of contracts, review of consultant invoicing, development of contract scopes, management of contract tasks, and documentation of consultant performance and qualifications.

Remain current on national best practices, Federal regulations, Tennessee statutes, and project management and delivery practices. Stay current on revisions to design codes, standards, specifications, and guidelines related to transportation projects, including trends and technologies; assist with the development of legislation and regulations; participate in regional/national working groups, research, committees, and training opportunities related to economic project development initiatives that may benefit/improve TDOT's staff and project/program delivery.

Provide exceptional customer service to both internal and external customers, including mentoring and technical guidance to Project Managers and Project Team members, while coordinating with other disciplines as part of a matrix organization, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Assist in the development and delivery of economic project development and delivery training and mentoring to TDOT staff and external stakeholders. Provide technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies. As the subject matter expert, prepare for and make presentations at industry conferences to improve team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills as they relate to project delivery.

Assist in ensuring Economic Projects Team deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement and an established track record of success.

Qualifications

- Bachelor's degree
- 8 years of demonstrated competency in a transportation-related field and/or project management

OR

- Master's degree
- 7 years of demonstrated competency in a transportation-related field and/or project management

Necessary Special Qualifications

- Project Management Professional (PMP) Certification or Certified Associate in Project Management (CAPM) preferred

Ideal Candidate

The Economic Projects Statewide Technical Specialist is a highly skilled problem solver with a comprehensive understanding of the Economic Projects Program requirements. They excel in supporting multidisciplinary Project Teams by providing technical expertise, strategic guidance, and innovative solutions to drive efficient project and program delivery. Skilled in building strong partnerships with cities, counties, and developers, they facilitate effective coordination to align project objectives and stakeholder expectations. The Economic Projects Statewide Technical Specialist possesses exceptional communication and interpersonal skills to guide and mentor both internal and external stakeholders, cultivating a collaborative team environment.