

## 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 4,000 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT headquarters is located in downtown Nashville.



Construction Resources Manager  
505 Deaderick St., Suite 700, James K. Polk Building, Nashville, TN 37243  
Construction Division/Construction Resources Section  
\$124,800 annually

### **Job Overview**

The Construction Resources Manager will lead, mentor, and train the Construction Resources Section through empowerment, communication, and delegated authority. This position will develop work plans that align with the Construction Resources Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the Construction Resources Section to be successful.

This position will assist in the development of relevant training, state specifications, guidance, and key performance indicators for the Region Construction Division to ensure the health of the statewide construction program and coordinate with the FHWA to assure the program's overall effectiveness.

The Construction Resources Manager will supervise technical staff and develop performance plans, schedules, and budgets, ensuring expected outcomes and the accountability of each team member. This position will research national best practices to drive innovation and efficiency within the Construction Resources Section.

### **Essential Job Duties**

- Manage resources, staff utilization, and the construction proficiency program as part of providing construction resources in support of TDOT and Local Programs projects that are transitioning from design to construction and provide support to Regions, Local Programs, Freight and Logistics, and Aeronautics by providing relevant training and serving as a construction resource.
- Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing standards for the Construction Resources Section, including the Construction, Engineering, and Inspection (CEI) program, and assisting with quality assurance tasks as per the TDOT Quality Assurance Process with respect to contract letting elements.
- Assist in the development of a Consultant Acquisition Plan (CAP) and oversight of external partners by providing support in the development of the Request for Proposal (RFP), participating in project information sessions, providing feedback on consultant grading, and adherence to DBE and OTJ goals, including Alternative Delivery Projects.
- Manage change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, and holding yourself and others accountable throughout the process.
- Participate on Project Teams as part of a matrix organization by providing constructability reviews, creating project continuity for the CEI team, proactively assessing risk factors, ensuring both TDOT and locally managed projects align with applicable policies and specifications, verifying contractor prequalification, and forecasting the cause and effect of implementing Alternative Technical Concepts (ATCs) related to the RFP, project cost, and construction timing.
- Lead the Construction Resources Section in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt

responses, maintaining complete and accurate documentation, and communicating effectively.

- Remain current on updates to state specifications, special provisions, design standards, relevant software, and all applicable laws and guidelines related to project letting elements, including the Disadvantaged Business Enterprise (DBE) and On Job Training (OTJ) programs.
- Develop and implement a tracking mechanism that ensures all workflow items are addressed in support of transportation projects that are transitioning from design into construction and ensure e-construction software is maintained and populated with accurate information.
- Assist in ensuring the Construction Resources Section is consistent, predictable, and repeatable to provide for consistently high levels of achievement, mitigation of risk, and an established track record of success.

### **Qualifications**

- Bachelor's degree in Engineering
- Licensed PE
- 8 years of demonstrated competency in estimating, construction, maintenance, design, and/or construction/project management including at least 2 years of demonstrated competency in supervision