

## 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.



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

### **Job Overview**

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

This position will assist in the development of relevant training, 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 Contract Letting and Administrative Support Manager will supervise technical staff and develop performance plans, schedules, and budgets, ensuring expected outcomes and accountability for each team member. This position will research national best practices to drive innovation and efficiency within the Contract Letting and Administrative Support Section related to the construction bid letting process.

### **Essential Job Duties**

- Manage resources and staff utilization as part of safeguarding the low-bid construction and maintenance contract letting process to ensure adherence to federal and state guidelines to minimize the Department's risk and support Regions, Local Programs, Freight and Logistics, and Aeronautics by serving as a resource and providing relevant training.
- Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing standards for the Contract Letting and Administrative Support Section, including both construction and maintenance contracts, and assisting with quality assurance tasks as per the TDOT Quality Assurance Process with respect to contract letting and contract award elements.
- 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 assisting in constructability reviews, leading the analysis of bids for unbalanced materials and/or costs, coordinating plan revisions, establishing contract completion dates, coordinating with Project Teams to address questions from bidders during the letting process, reviewing of change orders, and providing award concurrence on all TDOT construction and maintenance contracts.
- Participate on Alternative Delivery Project Teams as part of a matrix organization by ensuring TDOT proposal contracts comply with federal and state requirements and providing support in the development of contract documents.
- Lead the Contract Letting and Administrative Support Section in providing exceptional customer service to both internal and external customers, serving as the Department's

liaison between contractors and Department staff, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

- Remain current on all applicable laws and policies governing the advertising, letting, and awarding of state and federally-funded projects and explore innovative technology that has the ability to enhance current processes governing public notices related to low-bid projects, local programs, and alternative delivery projects.
- Develop and implement a tracking mechanism that ensures all workflow items are addressed as per the advertisement, letting, and award process for a project and ensure all applicable software tools are 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