

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.



Senior Contracts Transportation Engineer

Construction Division – Contract Letting & Administrative Support Section
Nashville, TN
\$104,292 annually

Job Overview

The Senior Contracts Transportation Engineer is a senior transportation engineer position that will assist with the management and execution of TDOT's construction contracts management processes and supporting systems. This position will provide support to Project Teams directly responsible for delivering projects for all phases of the Project Delivery Network (PDN) in accordance with the project's scope, budget, and risk. These projects will range in complexity and risk from simple to complex. The Senior Contracts Transportation Engineer role requires collaboration with multiple TDOT divisions, project team members, contractors, and other external stakeholders. It requires critical thinking and engineering judgment to problem solve and make well-informed decisions that increase the safety, performance, sustainability, and efficient delivery of TDOT's transportation system.

The Senior Contracts Transportation Engineer ensures TDOT's contract letting and administration program complies with policies, guidance, procedures, and systems for project delivery. This position assists in implementing the Quality Assurance Program as part of the State Construction Division's activities. This position must effectively articulate technical engineering concepts through training, mentoring, and collaborating as part of a matrix organization. The Senior Contracts Transportation Engineer will coordinate with the Region Quality Teams and the Region Transportation Engineer for Preconstruction to ensure that the preconstruction design packages are complete and ready for advertisement and letting. This position supports the construction field offices through various contract letting and administration initiatives, software, and systems. This position assists with technical support and guidance to the Regions, Local Programs Development Office, Freight and Logistics Division, and Aeronautics Office for contract letting and administration-related matters. The Contracts Transportation Engineer will assist with monitoring and managing the scope, schedule, and budgets of all construction projects and working with the Project Management Division to make the required adjustments as necessary to ensure that the work completed is in alignment with the Department's Asset Management and Strategic goals.

Essential Job Responsibilities

Integrate Quality Management into all construction bid letting processes by creating contract proposal books, establishing contract completion dates, providing concurrence on bid letting proposals, and executing the final contracts as part of the awards process.

Assist in the development and delivery of construction contract letting and administration training and mentoring to TDOT and external engineering staff. Assist in the development of training and technical guidance that addresses acquired knowledge, risk management, and emerging technologies related to contracts administration for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills. Assist in the administration and management of TDOT's contract letting and administration program and software.

Manage and take ownership of change, clarify your vision of TDOT's construction contract letting and administration efforts, communicate effectively, remain transparent, and hold yourself accountable to develop, maintain, and grow TDOT's construction estimating capabilities, data, software, and systems.

Serve on Project Teams as part of a matrix organization to support contract letting and administration; effectively coordinate with other units within TDOT to mitigate and troubleshoot contract issues; proactively assessing contract related risk factors.

Provide exceptional customer service to both internal and external customers, including mentoring and technical guidance, 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.

Remain current on contract letting and administration related industry trends, design codes, standards, guidelines, and national best practices by participating in AASHTO, industry association, and other appropriate committees.

Routinely collaborate with appropriate TDOT staff and external stakeholders to identify and document knowledge on industry best practices to avoid past errors and ensure TDOT project successes. Assist with modifications to all applicable policies, procedures, design standards, specifications, and special provisions.

Assist in ensuring contract letting and administration 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 engineering
- Licensed Professional Engineer (PE)
- 6 years of demonstrated competency in developing and/or constructing transportation projects

Ideal Candidate

The Senior Contracts Transportation Engineer possesses a unique combination of technical and collaborative skills. They excel at communication, effortlessly interacting with various departments and stakeholders. Their focus on results ensures that deadlines and project objectives are consistently exceeded. Drawing on their expertise in design and construction, the Senior Contracts Engineer manages transportation contracts with precision and efficiency. They are a detail-oriented problem solver with initiative and tenacity, skillfully navigating challenges and providing innovative solutions that contribute to the overall success of TDOT.