

## 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.



### **Statewide Contracts Transportation Engineer** Construction Division – Contract Letting & Admin Support \$115,000 annually

#### **Job Overview**

The Statewide Contracts Transportation Engineer is a statewide transportation engineer position that will manage all aspects of TDOT's construction contracts management processes and 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 exceedingly complex. The Statewide Contracts Transportation Engineer role requires collaboration with multiple TDOT Divisions, project team members, contractors, consultants, and other external stakeholders. It requires critical thinking, and engineering judgment to problem solve and make well-informed decisions that increase the safety, performance, and sustainability and efficient delivery of TDOT's transportation system.

The Statewide Contracts Transportation Engineer ensures Department policies, technical guidance, procedures, software, and systems related to TDOT's construction contract letting and administration program are current and accurate for incorporation into the project delivery process. This position assists in implementing the Quality Assurance Program as part of the State Construction Division's activities. This position must effectively articulate technical estimating concepts through training, mentoring, and collaborating as part of a matrix organization. This position supports the construction field offices through various contract letting and administration initiatives, software, and systems. This position provides technical assistance and guidance to the Regions, Local Programs Development Office, Freight and Logistics Division, and Aeronautics Office for contract letting and administration related matters. The Statewide Contracts Transportation Engineer assists with monitoring and managing the scope, schedule, and budgets of all construction projects and for 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.

Develop and deliver construction contract letting and administration training and mentoring to TDOT and external stakeholders. Assist in the development of training and technical guidance that addresses acquired knowledge, risk management, and emerging technologies related to contract administration for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills. Administer and manage 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 by providing technical expertise related to contract letting and Admin Support elements; effectively coordinate and collaborate closely with other units within TDOT to mitigate and troubleshoot any contract or supplier issues; proactively assessing contract related risk factors.

Provide exceptional SME customer service to internal TDOT offices and staff; provide exceptional customer service to contractors, suppliers and other external customers, 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 identify, document, and effectively collaborate with all appropriate TDOT offices and external stakeholders on acquired knowledge that includes maximizing project successes, acknowledging national best practices, and avoiding past errors. Assist with modifications to all applicable policies, procedures, design standards, specifications, and special provisions.

Assist in ensuring TDOT's 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)
- 12 years of demonstrated competency in developing and/or constructing transportation projects

### **Ideal Candidate**

The Statewide Transportation Contract Letting and Admin Support Engineer possesses a wide range of expertise. They are well-versed in quality and safety standards, making them adept at identifying and resolving challenges in complex projects. They maintain strong professional connections with both TDOT and vendors. Their commitment to teamwork is evident in their ability to foster a collaborative work environment. They are attentive listeners and offer guidance while working alongside the team to ensure success.

## **General Work Conditions**

*Yes / No*

- ☒ ☐ Is this position generally performed in an office environment?
- ☐ ☒ Will work for this position be frequently performed in a field environment and may sometimes require working in inclement weather, working in a construction site, being exposed to heavy construction equipment, and doing extensive walking?
- ☒ ☐ Is this position a combination of office and field environment?
- ☒ ☐ Is an alternative work schedule including work from home eligible for this position? If yes, how many days will it be work from home and how many days in office?  
-Days from home: up to 3 days  
-Days from office: up to 2 days
- ☐ ☒ Is this position required to work under exposure to inclement weather and environmental conditions?
- ☒ ☐ Will this position require travel including overnight?

Physical Requirements	Select the frequency of each physical activity. The activity must be related to the position and consistent with business necessity.			
Physical Activity Required	None	Occasional (less than 1/3)	Frequent (1/3 to 2/3)	Regular (more than 2/3)
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching/stretching overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching or stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing or pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive use of hands/arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive use of legs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – check the frequency for each weight range below. If the job doesn’t require any lifting activities, check “None” on each line below.				
Up to 20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 - 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying - check the frequency for each weight range below. If the job doesn’t require any carrying activities, check “None” on each line below.				
Up to 20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 - 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 - 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye/hand coordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing (with correction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Distance vision - ability to see objects clearly from a distance, usually from 20 feet or more.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color vision/perception - ability to distinguish colors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peripheral vision - what is seen on the side by the eye when looking straight ahead.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depth perception - ability to judge the distance of objects and the spatial relationship of objects at different distances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Position Description Team Members</b>	<i>Provide a list of SMEs who helped develop the position description. Include name and work area.</i>
Brian Egan	TDOT, Construction Division Director
Tom Byron	RIC
Paul Steinman	RIC