

## 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.



**Construction Resources Engineering Specialist**  
Construction Division – Construction Resources Section  
Nashville, TN  
\$80,784 - \$88,860 annually

### **Job Overview**

The Construction Resources Engineering Specialist 3 and 4 assists in providing guidance and support services for projects transitioning from design to construction. This position employs Department policies, technical guidance, and procedures related to TDOT's construction and e-construction specifications, software, and websites to support the project delivery and physical construction processes.

The Construction Resources Engineering Specialist 3 and 4 is responsible for collaborating with both internal and external stakeholders, including Project Teams, TDOT Divisions, Regions, and contractors to ensure contractual requirements are met.

This position will continuously evaluate performance indicators to implement acquired knowledge into policies and procedures that mitigate the Department's risk and increase performance as part of fulfilling TDOT's strategic vision. This position must effectively articulate data and technical concepts through training, mentoring, and collaborating as part of a matrix organization.

### **Essential Job Duties of TDOT Transportation Engineering Specialist 3 and 4 include:**

Serve as a resource for Project Teams as part of a matrix organization by applying the Project Delivery Network (PDN) through assisting Divisional staff when establishing contract working days, reviewing construction plans for completeness, and comparing pay items listed in plans to pay items in the estimate.

Integrate Quality Management into all deliverables, including policies, procedures, and manuals in support of construction resources; analyze data by monitoring trends that could require updates to the Construction Division procedures with the purpose of reducing errors, construction delays, and contractor claims.

Assist Divisional staff with setting Disadvantaged Business Enterprise (DBE) and On-the-Job Training (OJT) goals. Verify the Davis-Bacon Act and that certified payroll requirements are included in all TDOT federally funded Contracts. Verify contractors with awarded projects meet Tennessee's licensing and Secretary of State registry requirements.

Assist the Senior and Statewide Engineers with the development and/or determination of special provisions, special notes, user costs, lane closures, or other contract provisions on Construction and Maintenance contracts.  
Assist the Senior and Statewide Engineers with reviewing local program contracts and bid documents to ensure TDOT specifications, policies, and procedures are included to provide concurrence on bid packages.

Review and prepare proposals and bid file packages. Manage the handling and coordination of Bid Authorization Forms and Bid Conditioning Letters as appropriate. Execute final contracts through TDOT's awards process.

Assist in the development of a Consultant Acquisition Plan (CAP) to address CEI requests and assist in the oversight of CEI consultants by serving on selection committees for professional engineering services as part of the Brooks Act, including assisting with Request For Proposal (RFP) development, attending project-specific marketing meetings, assisting with determining scoring criteria, assisting with project information sessions, when applicable, serving as a scorer as part of the consultant acquisition process, negotiating contracts, attending de-briefs for consultants where usable feedback must be provided, and monitoring contract compliance.

Provide exceptional customer service to project stakeholders by facilitating the sharing of acquired knowledge with Project Teams, maintaining average unit price data and all price index data sheets, providing prompt assistance with electronic bidding concerns, populating and maintaining TDOT's Letting Schedule webpage and E-Plans Room website, supporting construction field offices and external partners through various E-Construction platforms and Construction Management Systems (CMS), exercising effective listening skills, and communicating effectively.

**Additional Job Duties for the TDOT Transportation Engineering Specialist 4 include:**

Coordinate with the TDOT Construction Proficiency coordinator and assist in the development and presentation of training that addresses the construction training program, oversight of local programs, acquired knowledge, risk management, TDOT performance metrics, governing rules and processes, reporting procedures, and emerging technologies related to transportation for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills.

In coordination with the State Construction Engineer, assist in the development, implementation, and maintenance of all State Specifications, Special Provisions, Circular Letters, and applicable standard guidance.

**Qualifications**

*The Transportation Engineering Specialist 1 and 2 are part of the Graduate Transportation Engineer (GTE) Program.*

**Transportation Engineering Specialist 3:**

- Bachelor's Degree in Engineering, Construction Project Management, or Concrete Industry Management
- 2 years of demonstrated competency in planning, developing and/or constructing projects

**OR**

- Master's Degree in Engineering, Construction Project Management, or Concrete Industry Management
- 1 year of demonstrated competency in planning, developing and/or constructing projects

**Transportation Engineering Specialist 4:**

- Bachelor's Degree in Engineering, Construction Project Management, or Concrete Industry Management
- 3 years of demonstrated competency in planning, developing and/or constructing projects

**OR**

- Master's Degree in Engineering, Construction Project Management, or Concrete Industry Management
- 2 years of demonstrated competency in planning, developing and/or constructing projects

**Ideal Candidate**

This job position is a part of the career path series at TDOT. The Construction Resources Transportation Engineering Specialist 3 and 4 possess exceptional problem-solving and communication skills, which enable them to effectively articulate construction data and technical concepts to stakeholders. They have an analytical mindset and great attention to detail, which helps them identify inefficiencies and opportunities for improvement that contribute to the success of construction projects. The Construction Resources Transportation Engineering Specialist 3 and 4 understand that the best results are achieved through collective effort and effective communication.