

## 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 Contracts Transportation Engineer**

Construction Division – Contract Letting & Admin Support Section  
Nashville, TN  
\$99,348 annually

#### **Job Overview**

The Construction Contracts Engineer is a transportation engineer position that will support TDOT's construction contracts management processes and systems. This position will provide support to Project Teams. The Construction Contracts Engineer role requires collaboration with multiple TDOT Divisions, Regions, project team members, contractors, consultants, and other external stakeholders. It requires critical thinking, and engineering judgment to problem solve and make well-informed construction contracts recommendations.

The Construction Contracts Engineer employs Department policies, technical guidance, procedures, software, and systems related to TDOT's construction contract letting and administration program to support 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 construction contracts concepts. This position supports the construction field offices through various contract letting and administration initiatives, software, and systems. This position provides technical assistance to the Regions, Local Programs Development Office, Freight and Logistics Division, and Aeronautics Office for contract letting and administration related matters. The Construction Contracts Transportation Engineer assists with monitoring the scope, schedule, and budgets of all construction projects to ensure that the work completed is in alignment with the Department's Strategic goals.

#### **Essential Job Responsibilities**

Assist Project Managers as a construction contracts representative in the management of external partners together with the Professional Services Division, including the negotiation of contracts, review of consultant invoicing, development of scopes, management of contract tasks, compliance monitoring, and completion of consultant grading.

Integrate Quality Management into all work in support of construction contracts, contract letting and administration support functions. Assist in the development of draft and final construction contracts during all phases of the project life cycle.

Assist in the development and delivery of construction contract letting and administration training and mentoring as required. Assist in the administration and management of TDOT's contract letting and administration process and software.

Take ownership of change, communicate effectively, remain transparent, and hold yourself accountable in assisting in the development, maintenance, and growth of TDOT's construction contract letting and administration capabilities and systems.

Serve as a resource for Project Teams as part of a matrix organization by providing contract letting and administration input and clarification. Assist with ensuring alignment and compliance with Division and Section metrics and performance goals.

Provide exceptional customer service to both internal and external customers by 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 and national best practices.

Assist with modifications to construction contract letting and administration policies, procedures, and methods.

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)
- 4 years of demonstrated competency in developing and/or constructing transportation projects

### **Ideal Candidate**

The Construction Contracts Transportation Engineer is critical to the success of TDOT's transportation projects. Their strong interpersonal and communication skills allow them to build strong relationships with regions, project teams, and other stakeholders. They are a proactive and tenacious individual, always seeking to improve and optimize processes and ensure that all aspects of the project is executed effectively and efficiently. They are detail-oriented and possess a problem-solving mindset, which allows them to navigate challenges that may arise during the project and provide innovative solutions.