

## 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.



**Contracts Technical Coordinator 1**  
Construction Division – Contract Services Section  
Nashville, TN  
\$61,428 annually

### **Job Overview**

The Contracts Technical Coordinator 1 supports the Construction Division by providing administrative support related to contractor prequalification, project closeout, and approval of sub-contracts in accordance with state and federal rules and procedures. This position collaborates with TDOT Divisions to provide project data related to the contractor's adherence to federal and state requirements.

The Contracts Technical Coordinator 1 ensures Department construction contracting policies, technical guidance, and procedures are incorporated into the preparation and maintenance of construction contracts. This position must effectively articulate construction concepts through mentoring and collaborating as part of a matrix organization.

### **Essential Job Responsibilities**

Integrate Quality Management into all deliverables to ensure project construction contracts, contractor pre-qualifications, and approval of subcontracts are in compliance with the Code of Federal Regulations and all applicable State of Tennessee statutes.

Assist with monitoring and reporting on key performance indicators, after contract award and through project acceptance, for Disadvantaged Business Enterprise (DBE) and On-the-Job Training (OJT). Maintain data that is accurate, reliable, and relevant to provide for effective decision-making in maintaining the overall compliance of the statewide construction program.

Routinely review the construction contract to ensure the contractor is in compliance with Davis Bacon wages and assist with the resolution of claims, when applicable.

Maintain TDOT's standard of excellence related to safety, experience, and quality through the prequalification review process for contractors and subcontractors seeking to perform construction services for the Department.

Review requests for subcontract participation on those projects having a moderate degree of risk to the Department.

Perform contract closeouts upon payment of the final invoice.

Assist in the coordination of Bid Authorization Forms and Bid Conditioning letters for projects having a moderate degree of risk to the Department.

Provide exceptional customer service to project stakeholders through the efficient implementation of state and federal rules and regulations with respect to prequalification determinations, subcontract approval, and project closeout, ensuring timely responses, exercising effective listening skills, and communicating effectively.

**Qualifications**

- Associate's or bachelor's degree
- 3 years of demonstrated competency in construction, project management, training, or a related technical discipline.

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in construction, project management, training, or a related technical discipline.

**Ideal Candidate**

The Contracts Technical Coordinator 1 possesses excellent technical and interpersonal skills. They have a thorough understanding of construction contracting policies, technical guidance, and procedures. They are exceptional problem solvers and have a knack for identifying issues, analyzing root causes, and devising practical solutions to assist their team and keep projects on track. The Contracts Technical Coordinator 1 is a team player, supporting the contract services team to contribute to the project's success.