

## 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.



### **District Manager**

Regional Operations

Compensation: \$124,000 annually

### **Job Overview**

The District Manager will lead, mentor, and train District Construction and Maintenance Operations Team Leads through empowerment, communication, and delegated authority. This position will develop work plans that align with the District Construction and Maintenance Operations Teams' strategic vision and will effectively delegate authority and responsibility, when applicable while ensuring the availability of resources for the District Construction and Maintenance Operations Teams to be successful.

This position will lead the District Construction and Maintenance Teams in implementing operational policies and procedures to ensure safe and efficient facilities for the traveling public. This position is responsible for managing and overseeing multiple District Construction and Maintenance offices. The District Manager will supervise Team Leads for each office and will develop performance plans, schedules, and budgets, ensuring the expected outcomes, performance, and accountability of each team member. This position will provide technical assistance regarding construction, constructability, maintenance, services, and support to ensure that all TDOT resources are utilized effectively to deliver the greatest benefit to the State of Tennessee. The District Manager will research national best practices to drive innovation and efficiency within each technical unit as part of the District Construction and Maintenance Teams.

### **Essential Job Responsibilities**

Manage resources and staff utilization and assist Project Managers in the management of external partners together with the Professional Services Division, including the negotiation of contracts, review of consultant invoicing, development of contract scopes, management of contract tasks, and completion of consultant grading.

Establish and ensure that there is a direct relationship between quality and work outcomes in coordination with project quality team leads, as part of working in a matrix organization and conforming to the TDOT Quality Assurance Process; this includes developing and implementing standards for Region Maintenance and Operations and assisting with quality control tasks with respect to the design of Construction and Maintenance Operations.

Assist in the development of consultant acquisition plans and oversight of external partners by serving on selection committees for professional engineering services as part of the Brooks Act. Provide support in the development of the Request for Proposal (RFP) development, by attending project-specific marketing meetings, determining scoring criteria, participating in project information sessions, serving as a scorer as part of the consultant acquisition process, and attending de-briefs with consultants.

Manage change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, and holding yourself and others accountable throughout the process.

Assist Project Teams as part of a matrix organization in developing the project vision for those projects having the highest complexity; define critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager related to Construction and Maintenance Operations; support Project Management staff by writing the Construction and Maintenance Operations Scope of Work in collaboration with TDOT Environment, TDOT Maintenance, and TDOT Construction; applying context-sensitive design strategies; effectively coordinating with other units within TDOT to mitigate constructability and maintenance concerns as part of the Functional Design Plans development per the Project Delivery Network (PDN); proactively assess risk factors; and, for Project Teams associated with Alternative Delivery Contracts, forecast the cause and effect of implementing Alternative Technical Concepts related to the Request for Proposal (RFPs), project cost, and construction timing.

Lead the District Construction and Maintenance Operations Teams in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Supports the coordination of maintenance and construction training incorporated in the respective Transportation Worker Competency Programs.

Remain current on revisions to the design codes, standards, and guidelines related to construction and maintenance, and quality management components; perform the design and analysis of construction and maintenance components for complex projects having the highest degree of risk; assist with the review of construction and maintenance documents; and assist with Risk Assessments.

Assist in ensuring Construction and Maintenance Operations deliverables are consistent, predictable, and repeatable to provide for consistently high levels of achievement, mitigation of risk, and an established track record of success.

### **Qualifications**

- Bachelor's degree in Civil Engineering
- Licensed PE
- 8 years of demonstrated competency in a transportation engineering field that includes at least 2 years of demonstrated competency in supervision