

## 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.



### **Maintenance Superintendent** District Operations - Maintenance \$87,750 annually

#### **Job Overview**

The Maintenance Superintendent provides maintenance related technical expertise to Region and District Maintenance and Project Teams. This position collaborates with Project Teams by identifying maintenance challenges in tandem with preconstruction activities, offering risk-based solutions and implementing innovative concepts that integrate with all disciplines. The Region Maintenance Superintendent will be responsible for the alignment and support of complex maintenance activities, overseeing the inspection and repair of bridges and culverts, and coordinating the development and implementation of maintenance management programs. This position will actively participate in performance-based maintenance contract (PBMC) management within their District by providing leadership and assuming ownership of the PBMC contracts, creating a collaborative environment that leads to innovation and mitigation of risk.

The Region Maintenance Superintendent will provide an important link between the Districts, Regions and TDOT headquarters to ensure uniformity in compliance with TDOT maintenance and operation standards, assisting supervisors in resolving technical and procedural problems to facilitate the implementation and use of new maintenance management tools, methods, and materials. This position will collaborate with District Managers and project teams to oversee the budget and determine the equipment needs. The Maintenance Superintendent is responsible for monitoring and managing the schedule, budgets, and performance of all maintenance activities within their District and for working with the TDOT headquarters Maintenance Division to make the required adjustments to ensure that the work completed is in alignment with the Departments Asset Management and Strategic goals.

#### **Essential Job Responsibilities**

Provide resources and staff utilization and assist Project Managers in the management of external partners together with the Professional Services Division, including negotiating contracts, reviewing consultant invoicing, developing contract scopes, managing contract tasks, and completing consultant grading.

Assist in the development of Consultant Acquisition Plans (CAP) 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), 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.

Model change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, be a consistent champion of TDOT culture and initiatives, and holding yourself and others accountable throughout the process.

Coordinates with multidisciplinary teams from asset management, construction, project management, and maintenance operations to secure the proper tools and data to proactively plan for, determine, and mitigate changes in conditions, value, safety, or quality of highway assets in alignment with departmental goals.

Participate on Project Teams as part of a matrix organization in assisting with developing technical guidance for maintenance of inventory, materials, supplies, and equipment for transportation programs and project vision; define critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager; support Project Management staff by assisting with determining the Scope of Work in collaboration with TDOT Environment, Maintenance, and 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.

Provide exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Guide the development and implementation of revisions to the records, standards, and guidelines related to maintenance activities; Serves as an active participant in the final inspection of construction projects; Support the coordination of maintenance training incorporated in the Transportation Work Competency Program; perform the technical review and remediation of issues for maintenance components for projects including complex projects having the highest degree of risk; assist with the review of maintenance documents.

Routinely identifies and monitors for quality, consistency, and uniformity of work as directed during emergency situations such as floods, slope failures, tornadoes, the removal of ice and snow from highways and bridges, crashes, and hazardous material spills.

Support the development and implementation of a tracking mechanism that ensures the contractual agreements, scope, schedule, budget, and quality of all maintenance projects support the delivery of the Department's Work Program while also ensuring compliance with Federal and State maintenance design and regulations.

Coordinates creation and implementation of maintenance activities and deliverables to ensure that they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

### **Qualifications**

- High school diploma or equivalent
- 10 years of years of relevant transportation experience including at least five (5) years of experience with guiding or leading crews on assignments and/or training employees, including effective communication through active listening, and providing verbal and written instructions.

Relevant transportation experience should be full-time work in a combination of the following areas:

- Completion of the Transportation Worker Competency Program levels I through III; or
- Experience with planning and organizing resources for highway construction and maintenance activities; or

- Experience with incident management and disaster recovery; or
- Experience with traffic control practices; or
- Experience with the calculation of volumes, quantities of materials, or other related transportation computations; or
- Experience with contract management; or
- Experience in highway/bridge construction or maintenance work and inspection; or
- Operation of highway construction and/or maintenance equipment and/or vehicles in excess of 26,000 lbs. Gross Vehicle Weight (GVW) with air brakes and manual transmission, including but not limited to heavy dump trucks, backhoes, loaders, rollers, graders, hydraulic excavators, truck mounted post hole augers, snowplows, paver screeds, and farming equipment (based on size and complexity)

### **Necessary Special Qualifications**

- Possess and maintain a Class D driver's license valid to operate vehicles in the State of Tennessee.
- Possess and maintain, or obtain at their own expense and within 11 months of hire or promotion to this classification, a Class A Commercial Driver's License with an N endorsement without a Code O restriction (Code 52 restriction is allowable) that is valid in the State of Tennessee.

### **Ideal Candidate**

The Region Maintenance Superintendent ensures the Region Maintenance is running smoothly. They understand the day-to-day needs in their Region and meet those needs through organization, planning, and teamwork. In addition to managing the Region's maintenance needs, they work on employee accountability for adherence to standards with clearly defined goals, objectives, and lines of responsibility. They create an open environment for the expression of ideas and concerns as well as the leadership necessary to ensure customer satisfaction, employee satisfaction, and performance excellence. The Region Maintenance Superintendent has strong working relationships with each team member and those they work alongside. They are a hard-worker who brings their team along to ensure quality and performance today and in the future.