

## 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.



### **Geodetics Manager**

Engineering Division – Geodetics Section

Nashville, TN

\$124,800 annually

### **Job Overview**

The Geodetics Manager will lead, mentor, and train technical staff through empowerment, communication, and delegated authority. This position will develop work plans that align with the Engineering Division's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the Geodetics Section to be successful.

This position will assist in the development and maintenance of Geodetics policies, discipline-specific technical guidance, procedures, design standards, specifications, and manuals; coordinate statewide Geodetics matters with TDOT Regions and Legal; and provide a process-oriented approach for preventing errors, minimizing process variability, and ensuring alignment with TDOT's strategic direction as part of the Engineering Division. This position will collaborate with Region Geodetics and Region Field Operations to procure and implement emerging technologies that drive efficiency and improve the quality of Geodetics deliverables. The Geodetics Manager will lead the Geodetics Section in aerial survey efforts. This position will supervise a Team Lead in addition to technical staff and will develop performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Geodetics Manager will research national best practices to drive innovation and efficiency within each technical unit as part of the Geodetics Section.

### **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 documentation of consultant performance and qualifications.

Establish and ensure that there is a direct relationship between quality and work outcomes by developing and implementing standards for the Geodetics Section in collaboration with the Region Geodetics Managers and the Statewide Geodetics Transportation Engineer. Coordinate with the Statewide Geodetics Quality Engineer in assisting with quality control tasks as per the TDOT Quality Assurance Process with respect to the Project Delivery Network (PDN) and non-PDN activities. Provide statewide strategic direction regarding statewide GIS data collection standard to ensure quality deliverables.

Assist in the development of a Consultant Acquisition Plan (CAP) by providing strategic leadership for the utilization of consultants supporting TDOT's program and project delivery. Oversee consultant activities to ensure quality products and services are provided. Serve on selection committees for professional engineering and non-engineering services. 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, including those projects for which Alternative Delivery methods are applied.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Assist Project Teams, as part of a matrix organization, in ensuring statewide consistency regarding the implementation of Geodetics policies and procedures; define survey-related critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager; provide oversight to Project Teams using a design consultant to address survey needs; assist project teams in the implementation of emerging geodetics technologies and equipment, coordinate and optimize aerial survey efforts, oversee the management of geodetic data obtained for each project; assist Project Management staff by coordinating applicable concerns with TDOT Legal staff; and ensure workflows provide for accuracy and efficiency in delivering projects as part of the Department's Work Program.

Lead the Geodetics Section in providing 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 national geodetics practices related to transportation; assist with the development of legislation and regulations that seek to increase safety, inspire innovation, and improve mobility for TDOT employees, contractors, and the traveling public; and integrate geodetic considerations and statutory and regulatory requirements into TDOT guidance documents, processes, and procedures for transportation projects.

Develop and implement a tracking mechanism that ensures the scope, schedule, budget, and quality of all geodetics deliverables support the delivery of the Department's Work Program while also ensuring compliance with Federal and State legislation.

Assist in ensuring Geodetics 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 Civil Engineering
- 8 years of demonstrated competency in land or aerial surveying, preferably in a transportation engineering field, that includes 2 years of demonstrated competency in supervision
- Licensed PE
- Registered Land Surveyor (RLS) preferred