

## 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.



### **Utilities Technical Coordinator 1**

Engineering Division – Utility Agreements and Encroachments Section  
Nashville, TN  
\$61,428 annually

#### **Job Overview**

The Utility Agreements and Encroachments Technical Coordinator 1 supports Divisions and Project Teams, with project-specific and program-wide placement of utility infrastructure within TDOT's right-of-way (ROW), assists in regulating the relocation of conflicting utility infrastructure for TDOT's Work Program, and assists the Permit Unit and other TDOT Divisions with the review, coordination, and approval of utility encroachment permit applications. The Utilities Technical Coordinator 1 assists project teams with utility coordination, deconfliction, relocation, associated agreements and eligible reimbursements when applicable, and assists in ensuring the sustainability of the Department's Work Program.

The Utilities Technical Coordinator 1 position assists in ensuring compliance with Department policies, technical guidance, Chapter 86 eligibility/requirements, rules, and regulations for accommodating utilities (Chapter 1680-6-1), utility relocation cost estimating, and scheduling process/procedures are incorporated into the development of utility relocation agreements. This position must assist in effectively articulating utility relocation related technical concepts through mentoring and collaboration within a matrix organization.

#### **Essential Job Responsibilities**

Support Project Teams and Regions with the efficient delivery of TDOT's Work Program by assisting with Chapter 86 eligibility determination/requirements, issuing Early Notification Letter to Utility Companies, developing and maintaining a log of utility company responses, assisting in distributing Utility Coordination Plans, assisting with utility coordination, utility deconfliction, independently reviewing utility cost estimates and relocation schedules, coordinating, developing, and routing utility agreements, assisting with issuance of authorization for utilities to commence work (as applicable), issuing final notices for project closeouts, and ensuring accurate, timely, and consistent data entry into the Integrated Right-of-Way Information System (IRIS).

Integrate Quality Management into all Agreements and Encroachment Section deliverables to ensure compliance with state and federal regulations. Assist in performing record checks and assist the Utility Agreements and Encroachment Section in the retention of records per the TDOT records retention policy.

Assist in supporting the Permit Unit and Regions with processing, reviewing, and resolving encroachment permit applications, maintaining checklists for utility encroachment permit application requirements, updating associated policy, processes, and guidance, and assisting in ensuring encroachment permits are continually and accurately updated in the Enterprise Resource Planning System (EDISON).

Assist with oversight of the utility coordination consultant procurement and contract management process, in coordination with the Professional Services Division and Regions. Assist with the administration of contracts including negotiating contracts, reviewing consultant invoicing, developing contract scopes, managing contract tasks, and completing consultant grading. Assist with consultant pre-qualification and ensuring information is accurately uploaded in IRIS. Assist in providing informal feedback to consultants as needed to improve service and meet TDOT project delivery expectations, in addition to assisting the completion of formal Consultant Evaluations. Assist in maintaining and reviewing consultant utilization across all Regions.

Assist with maintaining a library of current utility related policies, procedures, and guidelines that support statewide process consistency and compliance. Take ownership of the Agreements and Encroachments Section documentation management and records disposal.

Assist with Proficiency/Training program documentation and tracking employee progress including maintaining and monitoring training schedules and generating reports on training activity and progress. Assist with preparing and posting annual statewide performance measures for the Agreements and Encroachments Section. Assist with GIS data interpretation and summarization for use by leadership and staff.

Provide exceptional customer service to internal and external customers such as utility owners, utility owner consultants, TDOT consultants, the Engineering Division, other TDOT Divisions, Project Teams, and the general public in the execution of the position's responsibilities while exercising effective listening skills and communicating effectively. Additionally, collaborate and provide assistance with Local Agency Program utility coordination to help streamline utility adjustments and relocations, ensuring that local agencies adhere to the same standards.

Remain current with applicable State of Tennessee laws, and Federal regulations applicable to the development and maintenance of TDOT's utility agreements, policies, and procedures. Assist with modifications to all applicable policies, procedures, design standards, standard drawings, specifications, and special provisions. Stay informed on utility coordination-related industry trends and national best practices by participating in AASHTO, industry associations, and other appropriate committees.

### **Qualifications**

- Associate's or bachelor's degree
- 3 years of demonstrated competency in transportation project delivery (e.g., survey, roadway design, CEI, construction), utility coordination, utility construction and design construction, or related technical discipline (e.g., project management, data management, document control, permits, or contracts/agreements)

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in transportation project delivery (e.g., survey, roadway design, CEI, construction), utility coordination, utility construction and design construction, or related technical discipline (e.g., project management, data management, document control, permits, or contracts/agreements)

### **Ideal Candidate**

The Agreements and Encroachments Technical Coordinator 1 possesses a diverse range of abilities that support the Agreements and Encroachments Section, Regions, and Project Teams. They are detail oriented and ensure that information contained in documents and forms is complete and accurate. The Agreements and Encroachments Technical Coordinator 1 plans and organizes work activities efficiently and can successfully manage several tasks at once. They thrive in collaborative settings, where they leverage their expertise and value cooperation and teamwork to ensure the Agreements and Encroachments Section's success. They identify opportunities and issues and proactively take action and follow through to resolve concerns and conflicts.