

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.



Production Program Support Team Lead
Engineering Division – Production Support Section
Nashville, TN
\$103,848 annually

Job Overview

The Production Program Support Team Lead will lead, mentor, and train Preconstruction Teams through empowerment, communication, and delegated authority. This position will implement work plans that align with the Production Support Section's strategic vision and will effectively delegate authority and responsibility, when applicable while providing the resources needed for the Production Program Support Team to be successful.

This position will implement department policies, training, discipline-specific technical guidance, procedures, and manuals to lead and assist the Preconstruction Teams in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The Production Program Support Team Lead will supervise technical staff and will implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Production Program Support Team Lead will pilot national best practices as part of preconstruction efforts and will report and recommend ideas that drive innovation and efficiency.

Essential Job Responsibilities

Manage resources and staff utilization to allow the Production Program Support Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully address unanticipated challenges, and assist in managing 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 with respect to Production Program Support.

Integrate Quality Management into all deliverables with the purpose of reducing plan errors, right-of-way delays, construction delays, and contractor claims; assist Preconstruction Divisions with quality assurance tasks as per the TDOT Quality Assurance Process with respect to Americans with Disabilities Act (ADA) compliance and aesthetics; and coordinate with the Region Design units to ensure consistency and compliance with the statewide policies and standards related to ADA compliance, aesthetics, and value engineering.

Assist in the development of a consultant acquisition plan and assist in the oversight of external partners by serving on selection committees for professional engineering services as part of the Brooks Act, including assisting with RFP development,

attending project-specific marketing meetings, assisting with determining scoring criteria, assisting with project information sessions, when applicable, serving as a scorer as part of the consultant acquisition process, and attending at de-briefs for consultants where usable feedback must be provided.

Manage change by serving as the bridge between executive direction and the envisioned change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, and holding yourself and others accountable throughout the process as part of the Production Program Support Team.

Serve on 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 Aesthetics, ADA Compliance, and Value Engineering; apply context-sensitive design strategies; effectively coordinate 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 Program Production Support Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, providing training and guidance, and communicating effectively.

Remain current on revisions to the design codes, standards, and guidelines related to aesthetics, ADA requirements, and Value Engineering; maintain collaboration with the transportation industry to enhance the work of preconstruction teams through the implementation of new technologies and national best practices; lead the development of policies and procedures related to aesthetics, ADA compliance, and Value Engineering; assist in defining the Department's vision for aesthetic corridor planning, perform the design and analysis of aesthetic elements as part of transportation projects; assist with value engineering for complex projects having the highest degree of risk, and assist with the design of ADA elements for transportation projects.

Implement the Division's tracking mechanism that ensures all workflow items are addressed and completed within the time constraints laid out by the project's schedule.

Assist in ensuring the Production Program Support 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
- 5 years of demonstrated competency in related field

Ideal Candidate

The Production Program Support Team Lead will supervise professional technical staff. This person has great listening skills, is approachable and responsive, and works on teams including Environmental, Multimodal, Traffic Operations, Structures, ADA, Roadway Designers, and others, to establish guidance needed in the development of projects. The TDOT Team Lead will pilot national best practices within their team and report and recommend ideas that drive innovation and efficiency.