

## 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 4,000 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT headquarters is located in downtown Nashville.



TDOT Manager  
Environmental Division – NEPA and Quality Section  
Nashville, TN  
\$100,896 – \$131,004 annually

### **Job Overview**

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

This position will assist in the development of Department policies, integrate environmental considerations and statutory and regulatory requirements into TDOT's NEPA and TEER documents for capital, operations, and facilities projects; and provide a process-oriented approach for preventing errors, minimizing process variability, and ensuring alignment with TDOT's strategic direction as part of the Environmental Division. The NEPA and Quality Manager will supervise Team Leads in addition to technical staff and will develop performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The NEPA and Quality Manager will research national best practices to drive innovation and efficiency within each technical unit as part of the NEPA and Quality Section.

### **Essential Job Duties**

- Manage resources and staff utilization and assist Project Managers in the management of external partners together with the Professional Services and Procurement Divisions, 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 by developing and implementing standards for the NEPA and Quality Section and coordinate with the Quality, Policy, and Standards Team Lead 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.
- 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 assist in the development of consultant acquisition plans and 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 developing the project vision for those projects having the highest complexity; define environment-related critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager; support Project Management staff by writing the Environmental Scope of Work in collaboration with other Environmental Division Units, TDOT Roadway, TDOT Maintenance, and TDOT Construction; proactively coordinate with other units within TDOT to assess risks, ensure consideration of constructability, operations and maintenance concerns, and develop solutions based on overall lifecycle costs as part of Functional Design Plans development per the Project Delivery Network (PDN); and forecast the cause and effect of implementing Alternative Technical Concepts (ATCs) related to Alternative Delivery projects.
- Lead the NEPA and Quality 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 environmental practices for transportation projects, facilities, and operations activities; 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 environmental considerations and statutory and regulatory requirements into TDOT's NEPA and TEER documents for capital, operations, and facilities projects.
- Develop and implement a tracking mechanism that ensures the scope, schedule, budget, and quality of all environmental projects support the delivery of the Department's Work Program while also ensuring compliance with Federal and State environmental permits and regulations.
- Assist in ensuring NEPA and Quality Section 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
- 8 years of demonstrated competency in an environmental program (e.g. Natural, Physical, Social or Environmental Sciences; Archeology or Cultural Resources; Environmental or Civil Engineering) relating to the transportation industry that includes at least 2 years of demonstrated competency in supervision.