

## 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.



### NEPA Team Lead

Environmental Division – NEPA and Quality Section  
\$98,000 - \$109,000 annually

#### Job Overview

The NEPA Team Lead will lead, mentor, and train the NEPA Team through empowerment, communication, and delegated authority. This position will develop work plans that align with the Environmental 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 Team to be successful.

The NEPA Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each unit member. The NEPA Team Lead will research national best practices to drive innovation and efficiency within the NEPA Unit and will implement Department policies, discipline-specific technical guidance, procedures, and manuals to lead and assist the NEPA Unit in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program.

#### 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 negotiating contracts, reviewing consultant invoicing, developing contract scopes, managing contract tasks, and completing consultant grading.

Establish and ensure that there is a direct relationship between quality and work outcomes by developing and implementing standards for the NEPA Team 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 NEPA.

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.

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

Participate 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 NEPA; support Project Management staff by writing the NEPA Scope of Work in collaboration with TDOT Environment, TDOT Maintenance, and TDOT Construction; 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 NEPA Team in providing 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 environmental procedures, standards, manuals, and guidelines related to NEPA and quality management components; ensure completion of NEPA requirements for all projects; and assist with Risk Assessments.

Provide input on national best practices related to NEPA for TDOT employees, contractors, and the traveling public; incorporate research, evaluations, and implementation of emerging technologies; and integrate statutory and regulatory requirements into TDOT's guidance documents, processes, and procedures.

Guide the development and implementation of a tracking mechanism that ensures the contractual agreements, scope, schedule, budget, and quality of all NEPA deliverables support the delivery of the Department's Work Program while also ensuring compliance with Federal and State requirements.

Provide oversight in the development of NEPA deliverables and 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**

Bachelor's degree

5 years of demonstrated competency in a NEPA-related field.

### **Ideal Candidate**

The NEPA Team Lead is a program lead whose strong collaborative relationships and team leadership result in a cohesive, high-quality environmental program. They are seen as advocates and critical partners in ensuring compliance with federal environmental requirements and agency responsibility. The NEPA Team Lead cultivates intentional networks with transportation and environmental professionals to meet TDOT's current and future environmental needs. The NEPA Team Lead ensures their team is well informed, equipped, and supported in achieving the Environmental Quality and NEPA Section's strategic vision.