

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.



Permits Team Lead

Environmental Division – Permit Compliance Section

\$98,000 - \$109,000 annually

Job Overview

The Permits Team Lead will lead, mentor, and train the Permits Team through empowerment, communication, and delegated authority. This position will develop Work Plans that align with the Permit Compliance Section's strategic vision and will effectively delegate authority and responsibility, when applicable while ensuring the availability of resources for the Permits Team to be successful.

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

Essential Job Responsibilities

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 Permits; support Project Management staff by writing the Permits 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.

Provide oversight in the development of Permits 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.

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 Permits 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 Permits.

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.

Lead the Permits 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 policies, procedures, standards, manuals, and guidelines related to Permits and quality management components; obtain Permits for projects; assist with the review of Permits documents; and assist with Risk Assessments.

Provide input on national best practices related to Permits 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 Permits 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 Permits 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 in engineering

Licensed PE

5 years of demonstrated competency in a related environmental program in a transportation engineering field.

Ideal Candidate

The Permits Team Lead is a strategic implementer who guides the environmental permitting process. They foster relationships with a myriad of stakeholders, both inside of the organization and out, paving the path for the project through the environmental permitting process. They allocate time to intentional team-building, coaching, and problem-solving with and for their employees. The Permits Team Lead remains steadfast and on course throughout complex and high-pressure project situations.