

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.



Compliance Team Lead

Environmental Division – Permit Compliance Section

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

Job Overview

The Compliance Team Lead will lead, mentor, and train the Compliance 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 Compliance Team to be successful.

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

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 evaluations.

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

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 Compliance 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 Compliance and quality management components; assist and support Compliance for all projects; and assist with the review of Compliance documents.

Provide input on national best practices related to Compliance 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 Compliance 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 Compliance 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 transportation industry, environmental compliance-related field.

Ideal Candidate

The Compliance Team Lead is a self-motivated go-getter who uses their technical and organizational skills to bring structure and coordination to the team. Though the Compliance Team Lead is clearly one who ensures compliance, they are someone whose relationships and open communication style endear them to those they work with. Their attention to detail and knowledge of the subject matter makes them a go-to resource for the team. They readily share their knowledge and experience with the team to ensure not only current success, but future success as well.