

## 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.



### **Mitigation Team Lead**

Environmental Division – Permit Compliance Section

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

### **Job Overview**

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

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

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 Mitigation 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 Mitigation and quality management components; ensures Mitigation requirements are incorporated into all projects, as needed; assist with the review of Mitigation documents; and assist with Risk Assessments.

Provide input on national best practices related to Mitigation 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 Mitigation deliverables support the delivery of the Department's Work Program while also ensuring compliance with Federal and State requirements.

### **Qualifications**

Bachelor's degree in Natural, Physical, or Environmental Sciences; Environmental or Civil Engineering

5 years of demonstrated competency in a related environmental field.

### **Ideal Candidate**

The Mitigation Team Lead is always on the lookout for ways to ensure minimal impact on the environment. They are passionate about the environment and thrive where they can work on solutions to complex challenges. They are the ultimate team players and relish working in a team environment. The Mitigation Team Lead values their team and ensures they have the information and opportunity to learn and grow in their expertise. They are adept at knowing how to work cross-functionally and driving solutions that bring satisfaction in accomplishing a project's objectives and sustaining the environment.