

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.



TDOT Region Environmental Team Lead Environmental Division – Region Environmental Section \$103,848 annually

Job Overview

The Region Environmental Team Lead will lead, mentor, and train the Region Environmental Team through empowerment, communication, and delegated authority. This position will develop a work plan for the assigned workload that aligns with the Environmental Division's strategic vision and will effectively delegate authority and responsibility, when applicable while ensuring the availability of resources for the Region Environmental Team to be successful.

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

Essential Job Responsibilities

Manage resources and staff utilization of assigned projects 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 following Environmental Division standards and coordinating with the Quality, Policy, and Standards Team Lead in assisting with quality control tasks as per the TDOT Quality Assurance Process.

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 the environmental program; support Project Management staff by writing the Environmental Scope of Work in collaboration with TDOT HQ Environmental, 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 Region Environmental Team 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.

Guide the implementation of revisions to the environmental policies, procedures, standards, manuals, and guidelines related to Environmental deliverables and quality management components; complete Environmental requirements for all projects, as needed; assist with the review of Environmental documents; and assist with Risk Assessments.

Provide input on national best practices related to Environmental for TDOT employees, contractors, and the traveling public; and incorporate research, evaluations, and implementation of emerging technologies.

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

Provide oversight in the development of Region Environmental deliverables and ensure that they are consistent, predictable, repeatable, and follow Division guidance, processes, and procedures 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 an environmental-related field

Ideal Candidate

The Region Environmental Team Lead is the glue that ensures the Region supports and implements the Department's mission-critical transportation system in an environmentally responsible way. As a leader, collaborator, and coach, the Region Environmental Team Lead provides a cohesive and tactical direction to the team in the Region. They maintain strong interpersonal relationships with staff, communities, and local, state, and federal partners to identify needs, secure commitments, and monitor and communicate progress. Describe the ideal candidate's qualities and what the right candidate for the position looks like, both from a technical and cultural fit standpoint. This will identify what characteristics a strong candidate for this position may possess.