

## 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.



### **Cultural Resources Team Lead**

Environmental Division – Technical Studies Section

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

#### **Job Overview**

The Cultural Resources Team Lead will lead, mentor, and train the Cultural Resources Team through empowerment, communication, and delegated authority. This position will develop work plans that align with the Technical Studies Section's strategic vision and will effectively delegate authority and responsibility, when applicable while ensuring the availability of resources for the Cultural Resources Team to be successful.

This position will implement Department policies, discipline-specific technical guidance, procedures, and manuals to lead and assist the Cultural Resources Team in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The Cultural Resources Team Lead will supervise technical staff performance and accountability through implementation of individual performance plans in support of project schedules and budgets, while ensuring predictable project outcomes. The Cultural Resources Team Lead will research national best practices to drive innovation and efficiency within the Cultural Resources 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 grading.

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

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 Cultural Resources; support Project Management staff by writing the Cultural Resources 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 Cultural Resources 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 Cultural Resources and quality management components; complete the Cultural Resources requirements for all projects, as needed; assist with the review of Cultural Resources documents; and assist with Risk Assessments.

Provide input on national best practices related to Cultural Resources 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 Cultural Resources 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 Cultural Resources 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 history, anthropology, or closely related field

5 years of demonstrated competency in a cultural resource related field

Candidates must have demonstrated experience conducting architectural surveys, documenting those findings in reports, and conducting interagency consultation and coordination with state and federal agencies. The candidate would also possess the needed education and experience to meet the Secretary of the Interior's Historic Preservation Professional Qualification Standards (<https://www.nps.gov/articles/sec-standards-prof-quals.htm>).

### **Ideal Candidate**

The Cultural Resources Team Lead's strong collaborative relationships and team leadership result in a cohesive, high-quality program that honors and protects the state's cultural resources. They use their critical thinking and analytical skills to effectively manage resources and achieve predictable outcomes. The Cultural Resources Team Lead

cultivates intentional networks with transportation and cultural professionals to ensure TDOT manages cultural resources in a way that is respectful of all involved. The Cultural Resources Team Lead coaches and problem-solves with and for their employees.