



GRADUATE TRANSPORTATION ENGINEERING PROGRAM – GTE SUPERVISOR

AGENCY OVERVIEW AND PROGRAM FOCUS

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 Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT consistently wins awards for its projects, highway design and innovative approach to transportation. Since 1998, Tennessee was voted as having one of the top five highway systems in the country by a national trade magazine.

TDOT is a multi-modal agency with responsibilities in aviation, public transit, waterways, railroads and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation has approximately 3,400 employees with four statewide region facilities in Jackson, Nashville, Chattanooga and Knoxville. TDOT headquarters is located in downtown Nashville.

The Tennessee Department of Transportation's Graduate Transportation Engineering (GTE) Program is a highly competitive, professional development sequence that allows entry-level civil engineers to gain hands-on experience in the areas of Construction, Geodetics, Roadway Design, and Traffic Operations and Design, as well as various elective opportunities throughout TDOT.

TDOT's GTE Program is a two-year program that includes rotations in core and elective disciplines and provides the opportunity to train under the direction of engineers to develop a foundational knowledge of engineering principles to the life cycle of a project. The rotation program is curriculum-based and customized to address the needs and the goals of each unit. The GTE is provided the opportunity to make meaningful contributions to the team right from the start with hands-on experience in the selected disciplines.

SUMMARY

The GTE Coordinator for the GTE Program has a unique opportunity to steer the GTE's down a path that allows for them to have an immediate impact on the delivery of the program. Our next generation of leaders will come from these individuals in the GTE program.

Over the course of two years, the GTE will rotate through disciplines such as Construction, Geodetics, Roadway Design, Traffic Operations and Design, as well as various elective opportunities throughout TDOT.

Consistent with a matrix organization, the GTE will report to the GTE Coordinator, while being held accountable by the Unit Supervisor of the unit with whom they are working, and work with the HR GTE Program Coordinator for success of the program. The GTE Coordinator provides continuity for the GTE throughout the duration of their rotation and assists with coordinating changes in the rotation schedule. The GTE will receive two interim performance reviews throughout the first year of their rotation. A final review will be performed at the end of the first year of their rotation.



The reviews will be conducted by the Region GTE Coordinator in coordination with the Unit Supervisors and their feedback for the GTE's. The HR GTE Program Coordinator will play an active role in the GTE's rotation by serving as the central hub in supporting programmatic and coordination needs in addition to troubleshooting concerns across the state. For specific tasks and subject matter questions that are specific to the unit, it is anticipated that the GTE will work with the unit supervisor consistent with a matrix organization and their GTE Coordinator.

RESPONSIBILITIES

1. Supervise and develop the GTE by providing mentoring opportunities, consistent feedback, written reviews, and knowledge management while remaining consistent with a matrix organization.
2. Responsible for approving time, leave requests, expense reports, and overtime requests. The GTE Coordinator should coordinate with the Unit Supervisor to verify time reports.
3. Assist with coordination and facilitation of GTE Orientation and on-boarding experience to provide new GTE's with a TDOT overview (organization, business processes, contacts, organizations chart, projects, etc.), a Region overview, introductions to rotation leads and other personnel, and an overview of the GTE program.(rotation schedule, requirements, etc.)
4. Partner with Human Resources and Leadership to establish a standard rotation curriculum for GTE Program, allowing for flexibility and modifications as needed.
5. Ensure that the GTE receives opportunities for technical and professional development such as organizing Lunch & Learns, networking events, site visits, etc.
6. Schedule weekly or bi-weekly check-ins with GTE's to encourage regular communication.
7. Schedule monthly check-ins with the GTE's Unit Supervisor to encourage regular communication and feedback delivery.
8. Review and provide feedback for GTE monthly technical reports.
9. Collaborate and communicate with Unit Supervisors and TDOT Human Resources to discuss GTE performance and progress pertaining to the competencies outlined in the GTE Program Rotation Schedule.
10. Develop Individual Performance Plan (IPP) Work Outcomes for GTE Program-related responsibilities (*see sample work outcomes*) and conduct two interim performance reviews throughout the first year of rotation. The GTE Coordinator is responsible for documenting performance issues. The GTE Coordinator is to be informed of any performance concerns that will require formal documentation.
11. Ensure GTE has resources and support needed to prepare for Fundamentals of Engineering exam.(FE Review Course book, time allotted for studying, tutoring, practice problems/exams, etc.)
12. Participate in leadership training hosted by TDOT Learning and Development to further develop and learn skills and best practices for mentor ship and leadership.

QUALIFICATIONS

Education and Experience:

- Former TDOT Graduate Transportation Associate or Graduate Transportation Engineer
- At least 3 years of TDOT service
- Bachelor's degree from an accredited institution
- Most recent performance rating of "Meets expectations" or higher
- No disciplinary documentation within 3 years



NSQs:

- Proficient technical knowledge of rotation functional areas
- Proficient knowledge of TDOT business process
- Proficient interpersonal written and verbal communication skills
- Proficient in time management and organization skills