



GRADUATE TRANSPORTATION ENGINEERING PROGRAM – ROTATION SPECIALIST (per rotation)

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 Unit Supervisor for the GTE Program has an opportunity to mentor and coach a GTE to have an immediate impact on the delivery of a specific division. 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 also working alongside the Unit Supervisor of a rotation with whom they are working. The Unit Supervisor provides continuity for the GTE throughout the duration of a rotation and evaluates a GTE based on performance related to the GTE's complete of the rotation's curriculum objectives and overall work performance. The Unit Supervisor will be responsible for completing an evaluation sheet for



each GTE that is rotating in their division. The GTE and Unit Supervisor should have regular check-ins with one another as well as with the GTE's GTE Coordinator. 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 specific tasks and subject matter questions that are specific to the unit, it is anticipated will work with the Unit Supervisor consistent with a matrix organization and their GTE Coordinator.

RESPONSIBILITIES

1. Develop the GTE by providing mentoring opportunities, consistent feedback, written reviews, and knowledge management while remaining consistent with a matrix organization.
2. Schedule weekly or bi-weekly check-ins with the GTE to encourage regular communication.
3. Schedule monthly check-ins with the GTE's Coordinator to encourage regular communication and feedback delivery.
4. Review and provide feedback for GTE monthly technical reports.
5. Review vision for the department and their specific unit.
6. Collaborate and communicate with GTE Coordinator (s) and TDOT Human Resources to discuss GTE performance and progress pertaining to the competencies outlined in the GTE Program Rotation Schedule.
7. 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.)
8. 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