

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.

Role of the Human Resources Division:

The TDOT Human Resources Division sets the vision and strategic direction for developing TDOT's greatest assets – our people. The Division empowers the organization by ensuring the effectiveness and advancement of individual employees and the organization. The Division develops, implements, and supports policies and procedures that reflect equal opportunity, diversity, and our values and principles. The Division provides organizational planning, workplace operations, technology integration, talent progression, and resource development to create a workplace where people and industry thrive.



Region Training Supervisor

Human Resources Division – People and Talent Development Section
\$75,420 annually

Job Overview

The Region Training Supervisor will lead, mentor, and train the Region Training Team through empowerment, communication, and collaboration. This position will implement tactical work plans that align with the People and Talent Development Section's operations, ensuring the availability of resources for their employees to be successful. The Region Training Supervisor works in a matrix organization, providing training support to all employees geographically located in the Region. This position reports to the Headquarters (HQ) People and Talent Development Manager.

This position will implement Department policies, methodologies, tools, resources, procedures, relevant training, governance, and manuals required to carry out HR training and development functions and support the Regions training and development programs and functions. This role includes supervising technical staff and developing and implementing performance plans and schedules to ensure accountability and expected outcomes. The Region Training Supervisor will seek to identify and report efficiencies within the Region Training Programs and assist with the development and implementation of innovative best practices as appropriate.

Essential Job Responsibilities

Manage resources, staff utilization, and Region training and development functions to assess, design, develop, implement, and evaluate mandatory, requested, and approved talent development opportunities.

Integrate quality management standards into all work products, processes, and services in compliance with Quality Assurance guidelines. Identify and take necessary actions to achieve strategic vision and goals, ensuring intended outcomes for scope, schedule, and budget while enhancing quality in coordination with leadership expectations.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold oneself and others accountable throughout the process.

Lead the Region Training Team in providing exceptional customer service to internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Define and communicate performance goals and measures, implement a feedback process for and with the Region Training Team employees, and provide effective performance evaluations that foster a culture of trust. Support effective performance management as part of a strategic approach to creating and sustaining improved performance within the Region Training Team.

Assist in and collaborate with the HQ People and Talent Development staff, HQ and Region Training Teams, Region Business Solutions, People System and Program Operations, Employee Engagement Sections, and division technical training programs and Proficiency Programs to ensure the development and management of the Region training plan, work products, and services and that they are consistent, predictable, and repeatable and provide high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- High School diploma or equivalent
- 5 years of demonstrated competency in Human Resources, Training, Instructional Design, or a related field.

Preferred Qualifications

- Experience in developing and executing competency-based talent development programs

Ideal Candidate

The Region Training Supervisor is the go-to resource for training and development functions and operations in their Region. They focus on employee success and growth through comprehensive training programs. They build strong relationships and facilitate effective training initiatives, adapting to evolving talent development needs. The Region Training Supervisor specializes in planning, coordinating, and facilitating the Region's training program and ensures that it meets organizational goals. They work closely with Region employees and leadership, resolving conflicts swiftly to provide a smooth learning experience. Their dedication fosters a culture of continuous learning and development, making them essential in driving the Region's talent goals.