

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.



Local Programs Project Engineering Team Lead

Local Programs and Community Investments Division – Local Programs Section
\$110,676 annually

Job Overview

The Local Programs Project Engineering Team Lead will lead, mentor, and train the Local Programs Project Engineering Team through empowerment, communication, and delegated authority. This position will develop Work Plans that align with TDOT's strategic vision and will effectively delegate authority and responsibility while ensuring the availability of resources for the Local Programs Project Engineering Team to be successful.

This Local Programs Project Engineering Team Lead will implement department policies, project tracking, discipline-specific technical guidance, procedures, and manuals to lead and assist the Local Programs Project Engineering Team in producing deliverables and implementing the Quality Assurance Program to achieve program efficiency and effectiveness. The Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring the expected outcomes, performance, and accountability of each team member. The Team Lead will research national best practices to drive innovation and efficiency within the Local Programs Project Engineering Team.

Essential Job Responsibilities

Manage resources and staff utilization and assist the Local Programs Project Engineering Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully perform stewardship and oversight responsibilities, including assisting local governments during program and project delivery processes.

Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing quality control and quality assurance processes for the Local Programs Project Engineering Team.

Assist with the management of policy level direction for the Local Programs Project Engineering Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that support adherence to federal and state requirements and results in the incorporation of high-quality processes and technologies into programs and projects. Develop and manage the financial performance for the Local Programs Project Engineering Team in alignment with TDOT financial processes to ensure transparency and accountability.

Manage change and conflict, clarify the vision, take ownership of the change, communicate effectively, remain transparent, lead by example, and hold yourself and others accountable throughout the process.

Assist in the development of consultant acquisition plans and oversight of external partners for professional engineering services in accordance with the Brooks Act. Provide support in the development of Requests for Proposal (RFP), assist in determining scoring criteria, serve on selection committees, assist in negotiating contracts, attend de-briefs with consultants, manage contract tasks, review invoices, and complete consultant grading.

Lead the Local Programs Project Engineering 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, continual follow-up of delayed projects, and communicating effectively.

Ensure the Local Programs Project Engineering Team remains current on national best practices as it relates to the providing stewardship and oversight for locally managed projects; incorporate research, evaluations and implementation of emerging technologies into the Local Programs Project Engineering programs and projects that will improve efficiency, effectiveness, reliability, sustainability, and the safety of Tennessee's transportation network; and integrate federal and state requirements into TDOT's guidance documents, processes, and procedures. Participate in peer exchanges with State and local governments and applicable industry partners for key insights and collaboration.

Provide oversight in the development of Local Programs Project Engineering deliverables to ensure 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 Civil Engineering
- 5 years of demonstrated competency in planning, managing transportation projects, or a related field

Necessary Special Qualifications

- Licensed Professional Engineer (PE)

Ideal Candidate

The Local Programs Project Engineering Team Lead has exceptional leadership and organizational skills, capable of overseeing multiple projects and ensuring they align with state and federal policies and community needs. Excellent communication and interpersonal skills enable them to collaborate effectively with government agencies, community stakeholders, and team members. The Local Programs Project Engineering Team Lead's strategic thinking and innovative approach drive the successful implementation of transportation initiatives, improving local infrastructure and services.