

## 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 – Engineering Specialist**

Local Programs and Community Investments Division – Local Programs Section, Local Programs Project Engineering  
Nashville, TN  
\$80,784 - \$88,860 annually

#### **Job Overview**

The Local Programs Project Engineering - Engineering Specialist 3 and 4 provides project engineering technical expertise to the Local Programs Project Engineering Team and local agencies. This position collaborates with local agencies and TDOT Divisions and Regions by identifying potential engineering and federal and state requirements' challenges and implementing acquired knowledge that focuses on ensuring quality deliverables, minimizing variability, and increasing the safety and performance of Tennessee's transportation system.

The Engineering Specialist 3 and 4 ensures Department policies, technical guidance, and procedures are incorporated into Local Programs Project Engineering Team deliverables and assists in implementing the Quality Assurance Program as part of the Bureau of Planning local projects' activities. This position must effectively articulate technical engineering concepts through training, mentoring, and collaborating as part of a matrix organization.

#### **Essential Job Responsibilities of TDOT Transportation Engineering Specialist 3 and 4 include:**

Assist local agencies by providing technical expertise and support in matters related to projects of moderate or intermediate complexity to allow local agencies to perform their roles effectively and efficiently, optimizing the Local Programs Project Engineering Team's ability to successfully address unanticipated challenges.

Assist in verifying compliance with the Quality Management policy with respect to Local Programs Project Engineering elements with the purpose of reducing local agency plan errors and non-compliance with federal and state requirements. Assist the Quality Teams by providing reviews in alignment with the TDOT's Quality Assurance Program, identifying potential constructability concerns in proposed designs, identifying potential federal and state compliance concerns, identifying budget concerns, and making recommendations for proactive solutions with local agencies and other TDOT disciplines to ensure the needs of the project are met.

Assist in routinely identifying, documenting, and effectively collaborating with teams within the Bureau of Planning and throughout the Department on acquired knowledge that includes maximizing project successes, acknowledging national best

practices, avoiding past errors, and continuing to keep projects on schedule, within budget, with the appropriate scope.

Contribute to Project Teams as part of a matrix organization by assisting in providing Local Programs Project Engineering expertise, assisting in defining expectations for how the Project Team manages risk; assisting in developing the project vision in alignment with local agencies; assisting in defining critical goals and intended outcomes for the scope, schedule, budget, and quality related to Local Programs Project Engineering elements including providing assistance with project scoping, rescoping, and budget development; participating in Risk Management Assessments; assisting in providing input at all applicable project milestones per the Local Governments Guide Manual (LGGM); supporting local agencies' staff with respect to the local programs and projects' delivery process including effectively coordinating with other disciplines within TDOT to address engineering aspects per the LGGM; reviewing and providing recommendations for approvals on Local Programs Project Engineering-related products and deliverables, when applicable; and proactively assisting with assessing risk factors related to legal aspects, public relations, and safety for Local Programs Project Engineering elements.

Provide exceptional customer service to both internal and external customers, including mentoring and technical guidance related to local projects, coordinating with other disciplines as part of a matrix organization, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively to track project progress proactively and reactively.

Assist in the development of a Consultant Acquisition Plan for Local Programs Project Engineering services including assisting with RFP development, attending project-specific marketing meetings, assisting with determining scoring criteria, assisting with project information sessions when applicable, and attending de-briefs for consultants where usable feedback must be provided.

Assist in ensuring Local Programs Project Engineering deliverables are consistent, predictable, and repeatable to maintain consistently high levels of achievement, mitigate risk, and establish a track record of success by implementing statewide policy, data collection, processing standards, specifications, and direction. Utilize best practices and TDOT policy for the incorporation of Local Programs Project Engineering elements.

**Additional Job Responsibilities for the TDOT Transportation Engineering Specialist 4 include:**

Coordinate with the TDOT Technical Training Director and assist in the development and presentation of training that addresses the Local Programs training program, oversight of local programs, acquired knowledge, risk management, TDOT performance metrics, governing rules and processes, reporting procedures, and emerging technologies related to transportation for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills.

Participate in the development, implementation, and maintenance of all State policies and procedures that are applicable to locally-administered projects and Local Programs Section's policies, procedures and guidance.

Provide innovative recommendations to local agencies for program and project process improvements and project technologies. Provide innovative recommendations to TDOT for improving Local Programs oversight and quality assurance processes.

**Qualifications**

*The Transportation Engineering Specialist 1 and 2 are part of the Graduate Transportation Engineer (GTE) Program.*

**Transportation Engineering Specialist 3:**

- Bachelor's Degree in Civil Engineering or Construction Project Management
- 2 years of demonstrated competency in developing and/or constructing projects

**OR**

- Master's Degree in Civil Engineering or Construction Project Management
- 1 year of demonstrated competency in developing and/or constructing projects

**Transportation Engineering Specialist 4:**

- Bachelor's Degree in Civil Engineering or Construction Project Management
- 3 years of demonstrated competency in developing and/or constructing projects

**OR**

- Master's Degree in Civil Engineering or Construction Project Management
- 2 years of demonstrated competency in developing and/or constructing projects

**Ideal Candidate**

This job position is a part of the career path series at TDOT. The Local Programs Project Engineering Specialist 3 and 4 possess exceptional problem-solving and communication skills, which enable them to effectively develop and communicate engineering concepts and budgets to stakeholders. They have an analytical mindset and great attention to detail, which helps them identify inefficiencies and opportunities for improvement that contribute to the success of locally-administered projects. The Local Programs Project Engineering Specialist 3 and 4 understand that the best results are achieved through collective effort and effective communication.