

## 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.



### **State-Aid and Bridge Grant Team Lead**

Local Programs and Community Investments Division – State-Aid and Bridge Grant  
Section  
Nashville, TN  
\$103,848 annually

#### **Job Overview**

The State-Aid and Bridge Grant Team Lead will lead, mentor, and train the State-Aid and Bridge Grant 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 State-Aid and Bridge Grant Team to be successful.

The Team Lead will lead the development and implementation of departmental policies, discipline-specific technical guidance, procedures, and manuals related to State-aid and Bridge Grant Programs administration for incorporation into TDOT's programs and projects. This position will ensure the implementation of the quality assurance program to achieve program efficiency and effectiveness. The State-Aid and Bridge Grant Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring each team member's expected outcomes, performance, and accountability. The Team Lead will research national best practices to drive innovation and efficiency within the State-aid and Bridge Grant Team.

#### **Essential Job Responsibilities**

Manage resources and staff utilization to allow the State-Aid and Bridge Grant Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully administer the State-Aid and Bridge Grant programs and projects in coordination with TDOT Divisions, TDOT Regions, FHWA, and local governments.

Lead the State-Aid and Bridge Grant Team in administering the State-Aid Grant Program including: coordinating with local officials to discuss funding availability and eligibility; coordinating with the Planning Division to revise county State-aid systems; preparing draft contracts for TDOT approval; ensuring road logging is performed accurately and consistently; providing project delivery technical support; reviewing and approving invoices; and closing projects when completed.

Lead the State-Aid and Bridge Grant Team in administering the Bridge Grant Programs including coordinating with local officials to discuss funding availability and eligibility; reviewing High Priority Bridge Replacement Program projects for eligibility; informing bridge owners when their projects are eligible for the Federal Off-System Bridge Replacement and Rehabilitation Program preparing applications; reviewing and approving required local government-prepared reports; reviewing and approving

invoices; and closing projects when complete.

Lead the State-Aid and Bridge Grant 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.

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 State-Aid and Bridge Grant Team with respect to program and project administration activities.

Assist with managing the policy direction for the State-Aid and Bridge Grant Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that support adherence to federal and state requirements, including best practices, and improving program and project administration processes. Assist with the financial performance of the State-Aid and Bridge Grant 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.

Ensure the State-Aid and Bridge Grant Team remains current on national best practices as it relates to local program and project delivery processes and procedures; incorporate research, evaluations and implementation of emerging processes and technologies into the State-Aid and Bridge Grant responsibilities that will improve efficiency, resiliency, effectiveness, reliability, sustainability, and the safety of Tennessee's transportation network; 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 the State-Aid and Bridge Grant Team deliverables, and ensure they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, production of annual reports as required, and an established track record of success.

### **Qualifications**

- Bachelor's degree
- 5 years of demonstrated competency in transportation funding, project delivery, project or program management, transportation planning or engineering, or related field.

### **Ideal Candidate**

The State-Aid and Bridge Grant Team Lead plays a critical role in developing, managing, and administering innovative transportation programs that address both current infrastructure needs and future challenges. With strong leadership, communication, and team management skills, they foster collaboration among stakeholders, including state and federal agencies, local governments, and community organizations. The State-Aid and Bridge Grant Team Lead is an expert on state and federal regulations, they ensure compliance while promoting best practices and driving program efficiency. This position is also instrumental in securing funding opportunities, managing grants, and ensuring that projects are delivered on time and within budget. Their proactive approach, coupled with a dedication to innovation and continuous improvement, their role is critical to the advancement of sustainable transportation initiatives.