

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.



Highway Beautification Team Lead

Local Programs and Community Investments Division – Community Investments
Section
Nashville, TN
\$103,848 annually

Job Overview

The Highway Beautification Team Lead of the Community Investments Section will lead, mentor, and train the Highway Beautification 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 Highway Beautification Team to be successful.

The Highway Beautification Team Lead will lead the development and implementation of departmental policies, discipline-specific technical guidance, procedures, and manuals related to highway beautification 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 Highway Beautification Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Highway Beautification Team Lead will research national best practices to drive innovation and efficiency within the Highway Beautification Team.

Essential Job Responsibilities

Manage resources and staff utilization and assist the Highway Beautification Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully administer highway beautification programs.

Lead the administration of Tennessee's annual Litter Grant Program including initiating and executing contracts with each county, initiating and executing contracts with partners and sponsors, reviewing and approving invoices, closing projects, coordinating the project partners, performing audits, hosting conferences and training, conducting litter and highway beautification related research and analysis, and responding to public and legislative inquiries.

Lead the administration of TDOT's litter program and prevention campaigns (e.g. Nobody Trashes Tennessee Program) including managing, marketing, and promoting the program in coordination with Keep Tennessee Beautiful and other key partners; the Adopt-A-Highway Program including promoting the program statewide in coordination with the TDOT Regions; the Pollinator Habitat Program including identifying and evaluating planting sites and coordinating site planting and maintenance activities; and the Scenic Roadways Program including maintaining

corridor information and assisting TDOT and communities in developing projects and signage on Tennessee's Scenic Byways.

Manage external partners including developing and advising on contract scopes of work, negotiating contracts/grants, reviewing consultant/partner contract/grant invoicing, managing contract/grant tasks, and completing consultant grading.

Lead the Highway Beautification Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Promote each program for the purpose of expanding the programs and thereby enhancing the natural beauty of Tennessee.

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 Highway Beautification Team with respect to highway beautification activities.

Assist with the management of the policy direction for the Highway Beautification Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that support adherence to federal and state requirements, include best practices, and improve planning processes. Assist with the financial performance of the Highway Beautification 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 Highway Beautification Team remains current on national best practices as it relates to highway beautification processes and procedures; incorporate research, evaluations and implementation of emerging processes and technologies into the highway beautification 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 Highway Beautification 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 Statewide and Regional Transportation Planning, Public Administration, Transportation Management, or a related field.

Ideal Candidate

The Highway Beautification Team Lead excels in developing, managing, and administering innovative programs intended to preserve and sustain the natural beauty of Tennessee. They demonstrate strong communication, leadership, and team management skills, effectively engaging with stakeholders at all levels. As Team Leader, they provide direction on best practices, and state and federal regulations, fostering innovation within their team. Their role is critical in identifying opportunities to address challenges while planning for the future.