

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.



Laboratory Supervisor

Materials & Test Division – State Laboratory Operations Section
Nashville, TN
\$74,100 annually

Job Overview

The Laboratory Supervisor will lead, mentor, and train the Laboratory Team through empowerment, communication, and delegated authority. This position will develop Work Plans that align with the Materials & Test Division's strategic vision and will effectively delegate authority and responsibility, when applicable while ensuring the availability of resources for the Laboratory Team to be successful.

This position will develop and implement discipline-specific technical guidance, procedures, and manuals to lead and assist the Laboratory Section. The Laboratory Supervisor will supervise technical staff and implement performance plans, schedules, and budgets, ensuring the expected outcomes, performance, and accountability of each team member. The Laboratory Section will provide all necessary administrative functions and support the Materials & Test Division which includes the testing, review, and approval of material to be used on TDOT construction or maintenance projects. The Laboratory Supervisor must effectively articulate testing information to both internal and external stakeholders. This position will work closely with the Operations Support (OS) Section in maintaining current and accurate material data in SiteManager and AASHTOWare Project. The Laboratory Section will assist in research national best practices to drive innovation in the design and use of transportation materials and component materials.

Essential Job Responsibilities

Manage resources and staff utilization to provide all necessary administrative functions and support for the Materials & Test Division. Ensure all testing, review and approvals of laboratory materials are timely and accurate. Serve as TDOT's testing subject matter expert (SME) and assist with any project issues relating to laboratory testing from TDOT Construction, contractor, supplier, or producer perspectives. Provide testing, review, and SME input to Operations Support in the maintenance and management of SiteManager and AASHTOWare Project.

Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing standards for the Laboratory Section in collaboration with the State Engineering Division and State Construction Division. Assist in the establishment of the criteria for the acceptance, verification, and/or certification of laboratory materials and component materials. Ensure that all materials used in the construction and maintenance of Tennessee's transportation infrastructure meet all contractual requirements and appropriate TDOT, ASTM, AASHTO or other applicable.

specifications. Ensure all laboratory materials and component materials testing is in accordance with AASHTO, ASTM or other standards as applicable.

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

Participate on Project Teams as part of a matrix organization in any areas requiring laboratory testing SME; manage or assist in the maintenance of TDOT's approved component materials database as appropriate; assist in the collection, management, storage, and availability of construction project asphalt mix design data.

Lead the Laboratory 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.

Remain current on national best practices and provide mentoring to TDOT employees, contractors, suppliers, and producers; provide technical assistance and guidance to the Regions and other TDOT offices as needed; incorporate research, evaluations and implementation of emerging technologies; and integrate statutory and regulatory requirements into TDOT's guidance documents, processes and procedures.

Develop and implement a tracking mechanism to monitor the laboratory's key performance indicators.

Provide oversight to ensure the Laboratory Team's deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- High school diploma
- 5 years of demonstrated competency in Materials Engineering/Testing and Quality Laboratory Services related field

Ideal Candidate

The role of Laboratory Supervisor is crucial in the field of testing of materials. They possess extensive knowledge and experience in this area and provide leadership to the team. They are proactive problem-solvers with excellent organizational skills that ensure smooth lab operations. The Laboratory Supervisor is skilled in planning and communication, ensuring that all stakeholders are informed and can work efficiently. They are self-motivated individuals who use their leadership skills and functional expertise to create a structured and coordinated environment where open communication and teamwork thrive, ensuring the successful operation and sustainability of the Laboratory Team.