

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. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



Field Services Supervisor

Materials & Test Division – Materials & Pavements Section

\$74,100 annually

Job Overview

The Field Services Supervisor will lead, mentor, and train a Field Services 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 Field Services Team to be successful.

This position will implement Department policies, discipline-specific technical guidance, procedures, and manuals to lead and assist the Field Services Section. The Field Services Supervisor will supervise technical staff and implement performance plans, and schedules, ensuring the expected outcomes, performance, and accountability of each team member. The Field Services Team provides expertise and independent oversight during construction to both TDOT Operations and Construction Engineering and Inspection (CEI) for sampling, testing, tracking, and reporting of materials. The Field Services Team is responsible for obtaining samples from the material suppliers within their respective areas. Field Services Teams in Regions 1, 2 and 4 operate regional laboratories that verify gradations of aggregates, test early break concrete cylinders, and approve asphalt mix designs.

Essential Job Responsibilities

Manage resources and staff utilization to provide all necessary administrative functions and support for the Materials & Test Division. Ensure all independent oversight, sampling, testing, tracking, and reporting are timely and accurate. Serve as a TDOT materials specifications & testing subject matter expert (SME) and assist with any project issues from TDOT Construction, contractor, supplier, or producer perspectives.

Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing standards for a Field Services Team in collaboration with the Engineering Division, M&T Division, and Construction Division.

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 a SME capacity; assist in the collection, management, storage, and availability of construction project data.

Lead a Field Services 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 instruction and mentoring to TDOT employees, contractors, consultants, suppliers, and producers; provide technical assistance and guidance to Regions and other TDOT offices as needed.

Develop and implement a tracking mechanism to monitor Field Services key performance indicators.

Provide oversight to ensure the Field Services Section'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 or Highway Construction related field

Ideal Candidate

The Field Services Supervisor plays a vital role in managing a Field Services Team. They possess exceptional leadership and management skills and can efficiently guide their team of technicians. They maintain strong interpersonal not only to identify needs but also to communicate progress, provide recommendations for addressing challenges, and advocate for materials and tests. They are always looking for ways to improve processes and introduce innovative solutions to enhance operational efficiency. The Field Services Supervisor is a critical thinker who analyzes complex situations, makes informed decisions, and adapts strategies to meet the rapidly changing challenges within the field.