

## 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.



### **Field Services Technical Coordinator 1**

Materials and Tests Division – Materials and Pavements Section, Field Services  
\$61,428 annually

#### **Job Overview**

The Field Services Technical Coordinator 1 supports Project Teams and Regional Operations by providing expertise in the review and finalization of projects to support the Materials Certification program in the delivery of TDOT's transportation infrastructure. This includes both in-house and Construction Engineering and Inspection (CEI) records oversight. The Field Services Technical Coordinator 1 assists in the collaboration with Project Teams to identify material tracking, sampling, testing, the reporting of requirements/deficiencies and ensuring the sustainability of the Department's Work Program.

The Field Services Technical Coordinator 1 position assists in ensuring Federal and Department policies, technical guidance, and procedures are incorporated into TDOT's transportation infrastructure construction records finalization process. This position assists in the review of TDOT Operations records checks, final review, and project close out finalization. The Field Services Technical Coordinator 1 must effectively articulate construction records oversight concepts through mentoring and collaborating as part of a matrix organization.

#### **Essential Job Responsibilities**

Support Project Teams and the efficient delivery of TDOT's Work Program by assisting in the timely and accurate review of the sampling, testing, and reporting for Operations projects. Serve as a TDOT materials specifications & testing requirements subject matter expert (SME) and assist with any project records issues from TDOT Construction, contractor, supplier, or producer perspectives.

Integrate Quality Management into all deliverables to assist in ensuring project oversight complies with the Code of Federal Regulations, applicable State of Tennessee statutes, and TDOT specifications.

Assist in determining appropriate corrective actions for any defective materials found during records finalization and closeout process.

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Assist in the review of the project records for sampling, testing, and analyzing of infrastructure products and their producers' facilities, laboratories, methods, and quality control measures. Assist in determining appropriate corrective actions for any deficient products, methods, or quality control outcomes.

Remain current on national best practices and assist in providing instruction and mentoring to TDOT employees, contractors, consultants, suppliers, and producers; provide technical assistance and guidance to Regions and other TDOT offices as needed.

Participate and assist in the development and completion of Field Services deliverables and ensure they are consistent, predictable, and repeatable to provide high levels of achievement, mitigation of risk, and an established track record of success.

Provide exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

#### **Qualifications**

- Associate's or bachelor's degree
- 3 years of demonstrated competency in Materials Engineering/Testing or Highway Construction related field.

#### **OR**

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in Materials Engineering/Testing or Highway Construction related field.

#### **Ideal Candidate**

The Field Services Technical Coordinator 1 possesses a diverse range of abilities that support required oversight activities. They have a grasp of construction that allows them to efficiently assist with the managing materials and products sampling and testing requirements. The Field Services Technical Coordinator 1 is a true team player at heart. They thrive in collaborative settings, where they leverage their expertise and prioritize teamwork and cooperation to ensure project success. Their natural communication abilities allow them to convey technical information clearly to their team and stakeholders.