

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 and Lab Records Technical Coordinator 1

Materials and Tests Division – Operations Support Section, Records and Procurement
Nashville, TN
\$61,428 annually

Job Overview

The Field and Lab Records Technical Coordinator 1 will support all necessary administrative functions and support the Materials & Tests (M&T) Division in the collection, organization, storage, retention, and maintenance of M&T records and will provide procurement services across the division. This position collaborates with Project Teams in identifying potential records retention requirements, minimizing variability in records management, and ensuring the sustainability of the Department's Work Program.

The Field and Lab Records Technical Coordinator 1 position ensures Federal, State and Department laws, rules, policies, guidance, and procedures are incorporated into project records storage and retention. This position monitors relevant M&T budgets and ensures all M&T procurements meet applicable laws. The Technical Coordinator 1 must effectively articulate records and procurement 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 helping ensure all records and procurement support are done in a timely and accurate fashion. Serve as a subject matter expert on M&T records and procurement.

Integrate Quality Management into all deliverables by ensuring all records are managed and retained in compliance with applicable Code of Federal Regulations and State of Tennessee statutes. Meet or exceed established Records and Procurement Unit key performance indicators and standards.

Independently and proactively organize, maintain, retain, and update physical and electronic M&T records. Coordinate and collaborate with TDOT Records Management for all M&T records to ensure compliance and set appropriate retention schedules.

Independently and proactively monitor relevant M&T procurement budgets. Assist in ensuring all M&T purchases stay within M&T's procurement budgets.

Ensure M&T's procurement processes follow the guidance and directives issued by the Procurement and Contracts Division. Assist M&T staff with procurement and receipt of goods and services, prepare and process invoices for payment, and maintain accurate and up-to-date records of all procurement and purchasing activities.

Assist in the development of records and procurement training materials and assist in providing records and procurement instruction and mentoring to M&T staff.

Remain current on applicable records and procurement laws and rules; remain current on national best practices relating to records and procurement practices.

Ensure the Records & Procurement Unit's deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Provide exceptional customer service, exercise effective listening skills, provide prompt responses, maintain complete and accurate documentation, and communicate effectively.

Qualifications

- Associate's or bachelor's degree
- 3 years of demonstrated competency in transportation or administrative related field.

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in transportation or administrative related field.

Ideal Candidate

The Field and Lab Records Technical Coordinator 1 possesses a diverse range of abilities that support program-wide records management and procurement activities. They have a grasp of construction and M&T practices that allows them to efficiently assist with managing records with precision and organization. The Field and Lab Records 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.