

## 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.



### **SiteManager/AWP Administrator Technical Coordinator 2**

Materials and Tests Division – Operations Support Section, Records and Procurement  
\$66,612 annually

#### **Job Overview**

The SiteManager/AWP Administrator Technical Coordinator 2 supports Divisions, Project Teams, and the Region Quality Sections with project specific and program wide SiteManager related data entry, storage, retrieval, analysis and reporting. This position is responsible for TDOT's overall SiteManager administration ensuring the system is current and adequately maintained and managed to support the sustainability of the Department's Work Program.

The SiteManager Administrator Technical Coordinator 2 ensures Department and federal specifications, policies, and requirements related to materials sampling and testing data, storage, retention, analysis, and reporting are accounted for in SiteManager. The SiteManager Administrator Technical Coordinator 2 must effectively articulate the SiteManager system and materials data and reporting concepts through training, mentoring, and collaboration as part of a matrix organization.

#### **Essential Job Responsibilities**

Support Project Teams and the efficient delivery of TDOT's Work Program by serving as the subject matter expert in all aspects of SiteManager use, materials data entry, storage, retrieval, analysis, reporting, and materials certifications.

Serve as the system administrator for the Materials and Tests portion of SiteManager/AWP. Coordinate with Construction Division Counterpart and IT to ensure modules are working as intended and troubleshoot issues as they arise.

Integrate Quality Management into all deliverables to ensure all project materials data are accounted for and correct in SiteManager to ensure TDOT infrastructure construction projects comply with all relevant law, rules, specifications, and contract requirements and that all federal funded projects meet materials certifications requirements. Assist Field Services and project staff with all data entry issues, questions, and requirements.

Coordinate with the Central Laboratory and Field Services to develop, maintain and oversee policies, procedures and practices to ensure all appropriate project materials testing data is received, organized, filed, and retained in SiteManager in accordance with applicable requirements; assist with the implementation of the laboratory quality assurance policy for use by the Central and all Field Services' labs as it relates to SiteManager data entry, storage and retention; assist in the data entry and analysis

processes of the labs acceptance and/or verification of materials and products; support the data entry and analysis for the development, updating, and maintaining of TDOT material related specifications, requirements, standards, and acceptance practices; support the data entry and analysis conducted in support of Field Operations and Materials and Tests research projects.

Provide technical expertise and support in matters related to materials testing data entry, storage, retrieval, and analysis, including specific training to TDOT staff regarding the use of the SiteManager system. Serve as a TDOT SiteManager subject matter expert in teaming with industry.

Ensure TDOT's SiteManager system is current, accurate, maintained, and backed-up in accordance with appropriate standards.

Collaborate with the Operations Support Team Lead to assist the TDOT Technical Training Director in the development of training, tools, and guidance related to SiteManager use, data collection, entry, and storage requirements at the project level to address acquired knowledge, including technical elements and emerging technologies related to materials testing, data, analysis, and reporting for the purpose of driving consistency statewide, creating a stronger understanding of materials testing and reporting as they relate to the transportation industry, inspiring new ideas, and developing skills.

Remain current on the latest version of SiteManager and system administration methods. Participate in AASHTO initiatives to update and improve SiteManager.

Provide exceptional customer service to project stakeholders in all aspects of working with the SiteManager system and materials certifications for federally funded projects. Share acquired knowledge with Project Teams, ensuring materials data is easily entered, stored, accessible and organized. Exercise effective listening skills and communicate effectively.

#### **Qualifications**

- Associate's or bachelor's degree
- 4 years of demonstrated competency in materials testing or related field.

OR

- Education equivalent to graduation from high school
- 6 years of demonstrated competency in materials testing or related field.

#### **Ideal Candidate**

The SiteManager Administrator Technical Coordinator 2 brings valuable field and lab experience to the table, adept at conducting tests and accurately recording results within SiteManager. Proficient in software applications, they demonstrate a keen interest in leveraging technology to streamline processes. Their exceptional customer service skills enhance interactions with a diverse spectrum of stakeholders, from technicians to executives, fostering effective communication both internally and externally.