

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.



Lab Process Control Technical Coordinator 2

Materials and Tests Division – Materials and Pavements Section, Field Services
\$64,356 annually

Job Overview

The Lab Process Control Technical Coordinator 2 supports Divisions, Project Teams, and the Materials and Tests Field Services Teams with project-specific laboratory expertise regarding sampling, testing, analysis, and reporting, of all materials used in the construction and maintenance of transportation infrastructure. This position is responsible for the Field Services Materials Laboratories located in their region. This position must ensure that the laboratory operates in a safe and quality manner, follows Departmental and National Testing standards, and is responsible for ensuring materials transported to the Central Lab for testing from their region are properly sampled and documented prior to shipment.

The Lab Process Control Technical Coordinator 2 position ensures Department policies, technical guidance, construction and materials specifications and procedures are incorporated into infrastructure projects. This position is responsible for ensuring the associated Field Service Laboratory maintains its appropriate qualifications, and for the uniformity and consistency of the Field Service Team's Laboratory operations. This position must effectively articulate materials' sampling, testing, analysis and performance concepts through training, mentoring, and collaborating as part of a matrix organization.

Essential Job Responsibilities

Support Project Teams and the effective delivery of TDOT's Work Program by serving as the Region's subject matter expert, advising, and assisting with all aspects of laboratory testing, analysis, sampling, documentation, and reporting of materials used in the construction and maintenance of transportation infrastructure.

Integrate Quality Management into all deliverables to ensure all materials used in TDOT infrastructure construction projects comply with all relevant laws, rules, specifications, and contract requirements. Assist Field Services and project staff in dispute resolution with contractors, producers, and/or suppliers in areas requiring laboratory testing and analysis.

Coordinate with the Laboratory Operations to develop, maintain and oversee policies, procedures and practices to ensure all appropriate Field Service laboratory qualifications are maintained; implement the laboratory quality assurance policy for use by Laboratory Operations and all Field Service labs obtaining and utilizing testing data for the purpose of eliminating redundancy and re-work; assist in the administration and oversight of the labs acceptance and/or verification of materials and products; support the conduct of laboratory testing and analysis for the

development, updating, and maintaining of TDOT material related specifications, requirements, standards, and acceptance practices; support the testing and analysis conducted in support of Field Services and M&T research projects.

Provide technical expertise and support in matters related to laboratory operations, including specific training to TDOT staff regarding the use of equipment, types of testing, application of tools, and management and coordination of testing data. Serve as a TDOT subject matter expert in teaming with industry.

Ensure appropriate maintenance and inventory of the Field Service laboratory equipment. Ensure the Field Service lab is prepared for all planned and unplanned inspections.

Collaborate with the Field Services Team Lead to assist the TDOT Technical Training Director in the development of training, tools, and guidance related to materials sampling, testing, and reporting requirements that address acquired knowledge, including technical elements and emerging technologies related to innovative material use and evaluation methods for the purpose of driving consistency statewide, creating a stronger understanding as they relate to transportation infrastructure construction, inspiring new ideas, and developing skills.

Remain current on best practices regarding laboratory operations, material sampling and testing, and material specifications and innovative uses. Provide exceptional customer service to project stakeholders by sharing materials, laboratory, and acquired knowledge with Project Teams, exercising effective listening skills, and communicating effectively.

Qualifications

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

OR

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

Ideal Candidate

The Lab Process Control Technical Coordinator 2 role demands an advanced skill set, leveraging a deep understanding of laboratory principles to meticulously manage sampling, testing, analysis, reporting, and projected service life performance of transportation infrastructure materials. This experienced team player thrives in environments that emphasize collaborative work and specialized knowledge, driving projects to success. Effective communication is paramount for the Technical Coordinator 2, as they must articulate complex technical information clearly and accurately to team members and stakeholders.