

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.



Training Technical Coordinator 1

Materials and Tests Division – Operations Support Section

Nashville, TN

\$61,428 annually

Job Overview

The Training Technical Coordinator 1 supports Divisions, technical disciplines, and Project Teams by scheduling and administering the Materials and Tests Technician Certification Training program. This position coordinates with Materials Control, Materials Field Services, and the Regions to schedule and hold the training classes.

The Training Technical Coordinator 1 is responsible for registering students, ensuring that classroom supplies and catering are provided, recording test scores into the database, distributing certifications, and granting certified individuals with the appropriate SiteManger/AASHTOWare Project rights. This position will also assist the Statewide Materials and Tests Coordinator with the Materials and Tests ProPath proficiency program as needed.

Essential Job Responsibilities

Support Project Teams and the efficient delivery of TDOT's Work Program by coordinating the delivery of materials-related training.

Coordinate schedules with Materials Control and Field Services Staff to provide adequate teachers for each class. Reserve appropriate training room for classes.

Publish schedule and registration link and manage registered attendees to ensure class does not over fill.

Ensure class materials are prepared and ready for class. Ensure catering and/or snacks and drinks are provided as appropriate.

Record test scores into the Materials and Test database, distribute certifications, activate certified users in SiteManger.

Manage the State Materials and Tests training program and assist in administering the Materials and Tests proficiency program. Coordinate and schedule training for the State Materials and Test Division. Manage and assist trainees in registration for classes and ensure all attendees are notified of class schedule changes.

Collaborate with the Operations Support Team Lead to assist the TDOT Technical Training Director in the development of training, tools, and guidance related to materials use, sampling, testing, and reporting requirements that address acquired knowledge, including technical elements and emerging technologies related to

innovative material use and evaluation methods to drive consistency statewide, creating a stronger understanding of as they relate to transportation infrastructure construction, inspiring new ideas, and developing skills.

Provide exceptional customer service, exercise effective listening skills, and communicate effectively.

Qualifications

- Associate's or bachelor's degree
- 3 years of demonstrated competency in materials, construction, or related technical discipline.

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in materials, construction, or related technical discipline.

Ideal Candidate

The Operations Support Training Technical Coordinator embodies remarkable organizational prowess and efficiency. Their adept communication skills enable seamless interaction across various levels. Proficient in handling challenging customer interactions, they navigate with finesse through any complexities. Their comprehensive understanding of the program coupled with extensive networks within the Regions and industry amplifies their effectiveness.