

## 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 Operations Technical Coordinator 1** Materials and Tests Division – Laboratory Operations Section Nashville, TN \$61,428 annually

#### **Job Overview**

The Lab Operations Technical Coordinator 1 supports the divisions, technical disciplines, and Laboratory Services Teams with project-specific and program-wide testing of materials used in or produced for the construction of TDOT's transportation infrastructure. This position is responsible for overseeing the implementation of the Laboratory Quality Management System Manual (QMSM) by collaborating with the Laboratory Process Control Team.

The Lab Operations Technical Coordinator 1 position determines, based on test results, if Department specifications, policies, and technical guidance have been met by the materials used or products produced for use in the construction of TDOT's transportation infrastructure. This position must effectively articulate materials laboratory testing-related concepts through mentoring and collaborating as part of a matrix organization and assist with the implementation of the ProPath proficiency program. This position will assist in the identification and education of areas of opportunity for improvement of laboratory testing.

#### **Essential Job Responsibilities**

Support the Laboratory Services Teams in the efficient delivery of TDOT's Work Program by testing and reporting on the quality of materials used or products produced for use in the construction of TDOT's transportation infrastructure.

Implement the QMSM into all deliverables to ensure all material testing and reporting is done in accordance with American Association of State Highway and Transportation Officials (AASHTO), American Society for Testing and Materials (ASTM), and other applicable specifications, testing protocols, laboratory accreditation requirements, and/or Standard Operating Procedures (SOPs).

Assist as a TDOT laboratory testing subject matter expert (SME) with any project issues relating to laboratory testing from TDOT Materials & Tests Field Services, TDOT Construction, contractors, suppliers, or producer's perspectives.

Effectively communicate technical ideas to Laboratory Services Team members and other internal and external stakeholders.

Assist with SiteManager and AASHTOWare Project (AWP) for materials-related laboratory testing, data entry, and reporting. Train Laboratory Services Team in

AASHTO Test Methods, TDOT specifications, and SOP's, and engage Technicians in the ProPath program.

Oversee the maintenance and inventory management of appropriate laboratory equipment in accordance with AASHTO standards and the QMSM.

Support Materials and Pavements and M&T research projects by assisting in testing, analyzing, and providing recommendations to researchers. Participate in the testing and analysis needed to develop criteria for the acceptance, verification, and/or certification of laboratory materials and component materials. Participate in ensuring all Laboratory policies, procedures, and practices are current and meet relevant Codes of Federal Regulations requirements.

Remain current on laboratory testing and analysis practices while assisting in all efforts to maintain laboratory accreditations and qualifications.

Provide exceptional customer service to internal and external project stakeholders, exercise effective listening skills, and communicate effectively.

### **Qualifications**

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

OR

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

### **Ideal Candidate**

The Lab Operations Technical Coordinator 1 brings a versatile skill set (computer skills, verbal and electronic communication, the ability to read, write, and interpret technical documents) crucial for supporting various aspects of laboratory operations. They have a great understanding of construction materials lab operations. Embracing a team-oriented approach, they excel in collaborative environments, leveraging their expertise to prioritize teamwork and cooperation, ensuring successful project outcomes. Their adept communication skills enable them to convey technical information clearly to both team members and stakeholders, facilitating seamless coordination within the laboratory setting.