

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.



Laboratory Process Control Team Lead

Materials & Tests Division – Laboratory Operations Section

Nashville, TN

\$109,200 annually

Job Overview

The Laboratory Process Control Team Lead will supervise, lead, mentor, and train the Central and Regional Laboratory Quality Team through empowerment, communication, and delegated authority. This position will implement work plans that align with the Laboratory Process Control Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while providing the resources needed for the Laboratory Process Control Team to be successful.

This position will implement department policies, discipline-specific technical guidance, procedures, and manuals to lead and assist the Laboratory Process Control team in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The Laboratory Process Control Team Lead will supervise technical staff and will implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. This position will serve as a leader for the technical support of laboratory testing for the Division of Materials and Tests, the Department, and American Association of State Highway and Transportation Officials (AASHTO) Committee on Materials and Pavements. The Laboratory Process Control Team Lead ensures technical problems that arise during testing of materials used in construction of Highways and Bridges are resolved, supports TDOT's Research efforts in Materials and Pavements, and is responsible for maintenance an accredited central and qualified regional laboratory in accordance with CFR 637 and SOP 1-4. The Laboratory Process Control Team Lead will research national best practices to drive innovation and efficiency within each technical unit as part of the Laboratory Process Control Team.

Essential Job Responsibilities

Manage resources and staff utilization and assist Project Managers in the management of external partners together with the Professional Services Division, including negotiating contracts, reviewing consultant invoicing, developing contract scopes, managing contract tasks, and completing consultant grading.

Establish and ensure that there is a direct relationship between quality and work outcomes by developing and implementing standards for the Field Services Team and coordinate with the Quality Team Lead in assisting with quality control tasks as per the TDOT Quality Assurance Process with respect Laboratory Process Control operations.

Assist in the development of Consultant Acquisition Plans (CAP) and oversight of external partners by serving on selection committees for professional engineering services as part of the Brooks Act. Provide support in the development of the Request for Proposal (RFP), by attending project-specific marketing meetings, determining scoring criteria, participating in project information sessions, serving as a scorer as part of the consultant acquisition process, and attending de-briefs with consultants.

Manage change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, and holding yourself and others accountable throughout the process.

Serve on Project Teams as part of a matrix organization in developing the project vision for those projects having the highest complexity; ensure materials incorporated into the project conform to TDOT specifications, adequate acceptance and independent assurance testing is being completed; define critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager related to Laboratory Process Control; support Project Management staff by writing the Laboratory Process Control related Scope of Work in collaboration with TDOT Environment, TDOT Maintenance, and TDOT Construction; applying context-sensitive design strategies; effectively coordinating with other units within TDOT to mitigate constructability and maintenance concerns as part of the Functional Design Plans development per the Project Delivery Network (PDN); proactively assess risk factors to the project due to material supply or testing failures; and, for Project Teams associated with Alternative Delivery Contracts, forecast the cause and effect of implementing Alternative Technical Concepts related to the Request for Proposal (RFPs), project cost, and construction timing.

Lead the Laboratory Process Control team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Monitor and track Field Services projects using the established statewide tracking mechanism to ensure the scope, schedule, budget, and quality of all Laboratory Process Control related activities support the delivery of the Department's Work Program while also ensuring compliance with Federal and State rules and regulations.

Provide oversight in the development and completion of Laboratory Process Control deliverables and ensure they are consistent, predictable, and repeatable to provide for consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Bachelor's degree in civil engineering
- Licensed Professional Engineer (PE)
- 5 years of demonstrated competency in Materials Engineering/Testing and Quality Laboratory Services related field

Ideal Candidate

The laboratory process control team lead is an expert in laboratory procedures, equipment, and software. They have sharp leadership and management skills, and they effectively lead their team of laboratory technicians. The Laboratory Process Control Team Lead is an excellent communicator and uses their interpersonal skills to communicate effectively with technical and non-technical audiences. Though they work well independently, they are just as effective working in a team to achieve common goals. They leverage their attention to detail and accuracy to

ensure that laboratory procedures are followed, and test results are accurate. The Laboratory Process Control Team Lead has a strong work ethic and can work under pressure and meet deadlines.