

## 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. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



### **Facilities Senior Technical Specialist**

Maintenance Operations Division – Field Services Section

Nashville, TN

\$75,204 annually

#### **Job Overview**

The Facilities Senior Technical Specialist plays a crucial role in overseeing inspections, audits, and quality control of regional and county maintenance facilities and TDOT Capital assets, including Rest Areas and Welcome Centers. This position will ensure all projects remain within scope, schedule, and budget. The Facilities Senior Technical Specialist supports TDOT Regions' operational and facility maintenance activities within field services.

The Facilities Senior Technical Specialist uses critical thinking skills to address challenges, make decisions that enhance the longevity of facility assets, and contribute to the efficient operation of Tennessee's transportation system. This position will collaborate with TDOT Divisions, Project Teams, and the Regions to deliver cost-effective, high-quality repairs. The Facilities Senior Technical Specialist understands asset management, contracts, repair, general facility maintenance requirements, and construction costs. This position will ensure that all facility repairs, general maintenance, and improvements are reasonable, cost-effective, and sustainable. This position will implement Department policies, discipline-specific technical guidance, procedures, and manuals to assist the Maintenance Operations Division in producing deliverables and implementing the TDOT Quality Management Process as part of the Department's Work Program.

#### **Essential Job Responsibilities**

Execute established audit procedures for facility condition inspections, data collection, and facility reporting to ensure consistency and accuracy across all operations.

Oversee on-site inspections, repairs, and improvements of statewide maintenance facilities, rest areas, welcome centers, and capital projects to ensure all revisions comply with TDOT's quality standards and operational guidelines.

Oversee third-party vendor repairs to ensure adherence to contracted scope, timelines, and budgets. Document vendor interactions and report any contractual issues.

Assist in prioritizing capital projects and maintaining an accurate facility asset inventory to optimize resource allocation and strategic planning. Coordinate data sharing and prioritization needs with the Asset Management Division.

Assess contractor repair estimates for reasonableness, alignment with industry standards, and compliance with scope and budget requirements.

Maintain detailed records of work assessments, facility repairs, contractor estimates, audits, and inspection data to ensure transparency and accountability.

Contribute to the development of the Capital Facilities Field Services budget and assist in creating maintenance services guidelines for capital projects, facility repairs, and enhancements.

Provide exceptional customer service to project stakeholders by sharing relevant data, ensuring accessible and organized cost and inventory information, practicing effective communication, and maintaining positive public relations. Respond promptly and accurately to inquiries from the public and department personnel.

### **Qualifications**

- Bachelor's degree
- 3 years of demonstrated competency in vertical construction, project management, or related technical discipline.

### **OR**

- Master's degree
- 2 years of demonstrated competency in vertical construction, project management, or related technical discipline.

### **Ideal Candidate**

The Facilities Senior Technical Specialist is a detail-oriented and organized professional who excels at managing multiple projects and maintaining comprehensive records to ensure transparency and accountability. They are dependable, consistently meeting deadlines and budget expectations while proactively addressing challenges and resolving issues efficiently. The Facilities Senior Technical Specialist has strong communication skills essential for collaborating with leadership, vendors, and stakeholders, ensuring smooth project execution. Additionally, they demonstrate a high level of customer focus, providing exceptional service and meeting stakeholder needs with professionalism and efficiency.