

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.



Assistant Maintenance Superintendent

Maintenance Operations Division – Maintenance Engineering Section
\$79,752 annually

Job Overview

The Assistant Maintenance Superintendent provides expert-level technical expertise to their respective Manager, Maintenance Operations leadership, and Project Teams, offering risk-based solutions and implementing innovative concepts that integrate with all disciplines. This position provides guidance in the scheduling and execution of Statewide routine maintenance work planning. This position provides input and assistance in the development of the maintenance 5-year work program.

The Assistant Maintenance Superintendent is part of an important link statewide to ensure uniformity in compliance with TDOT maintenance and operation standards, assisting Regions in resolving technical and procedural problems to facilitate the implementation and use of new maintenance management tools, methods, and materials. This position collaborates with Regions, Districts, Project, and Maintenance Teams by reviewing work plans, maintenance and construction projects, condition assessments, equipment availability, and work scheduling while integrating into the overall maintenance priorities statewide.

Essential Job Responsibilities

Coordinate with Region, District leadership, and Team Leads, to review project scheduling plans to ensure TDOT's level of service and performance requirements most efficiently align with the area of responsibility.

Assist in the development and oversight of the maintenance 5-year Work Program, including the scoping and scheduling of projects to align with TDOT's Asset Management principles, departmental priorities, and Strategic goals. Support project execution to meet established levels of service and performance standards. Define critical goals and intended outcomes for statewide maintenance focus areas to improve the network. Establish monthly, quarterly, and yearly targets along with associated reporting methods.

Assist with identifying sufficient and appropriate equipment, material, supplies, and staff resources required for the timely and efficient completion of maintenance projects. Determine areas of concern with insufficient resources. Ensure effective project integration with other ongoing and scheduled projects.

Model change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, be a consistent champion of TDOT culture and initiatives, and hold yourself and others accountable throughout the process.

Provide exceptional customer service to both internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Assist with maintenance training and administration of the Transportation Worker Proficiency Program. Ensure consistency and compliance with TDOT's objectives.

Assist with the development and implementation of revisions to records, standards, and guidelines related to maintenance activities. Assist in the final inspection of maintenance projects; assist with the technical review and remediation of issues for maintenance components for projects, including complex projects having the highest degree of risk; assist with the review of maintenance documents.

Assist with the development and implementation of a tracking mechanism that ensures the contractual agreements, scope, schedule, budget, and quality of all maintenance projects support the delivery of the Department's Work Program while also ensuring compliance with Federal and State maintenance design and regulations.

Coordinate the creation and implementation of maintenance activities and deliverables to ensure that they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- High school diploma or equivalent
- 8 years of years of relevant transportation experience including at least three (3) years of experience with guiding or leading crews on assignments and/or training employees, including effective communication through active listening, and providing verbal and written instructions.

Relevant transportation experience should be full-time work in a combination of the following areas:

- Completion of the Transportation Worker Proficiency Program levels I through III; or
- Experience with planning and organizing resources for highway construction and maintenance activities; or
- Experience with incident management and disaster recovery; or
- Experience with traffic control practices; or
- Experience with the calculation of volumes, quantities of materials, or other related transportation computations; or
- Experience with contract management; or
- Experience in highway/bridge construction or maintenance work and inspection; or
- Operation of highway construction and/or maintenance equipment and/or vehicles in excess of 26,000 lbs. Gross Vehicle Weight (GVW) with air brakes and manual transmission, including but not limited to heavy dump trucks, backhoes, loaders, rollers, graders, hydraulic excavators, truck mounted post hole augers, snowplows, paver screeds, and farming equipment (based on size and complexity)

Ideal Candidate

The Assistant Maintenance Superintendent role is a proactive and technically skilled professional with a strong understanding of maintenance operations, asset management, and work planning. This individual thrives in a dynamic, team-oriented environment and is committed to continuous improvement and innovation. They demonstrate excellent communication, organization, and critical thinking skills, enabling them to support change

management, troubleshoot operational challenges, and uphold consistency in maintenance delivery across the state. A champion of TDOT's culture and values, they hold themselves and others accountable, deliver exceptional customer service, and play a key role in supporting the department's mission to maintain a safe and reliable transportation system for the public.