

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.



Field Services Team Lead

Materials & Tests Division – Materials & Pavements Section
\$103,848 annually

Job Overview

The Field Services Team Lead will supervise, lead, mentor, and train the Materials & Tests Field Service Team through empowerment, communication, and delegated authority. This position will implement work plans that align with the Materials & Tests Field Services Teams strategic vision and will effectively delegate authority and responsibility, when applicable while providing the resources needed for the Field Services Team to be successful.

This position will implement department policies, discipline-specific technical guidance, procedures, and manuals to lead and assist the Regional Operations and Project teams in the acceptance, testing, and verification of materials at the Regional level and in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. This position will be responsible for the oversight, inspection, sampling, and testing of materials for regional producer/suppliers used in the construction of TDOT projects and for the laboratory operations at the regional level. The Field Services Team Lead will supervise technical staff and will implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Field Services Team Lead will research national best practices to drive innovation and efficiency within each technical unit as part of the Field Services 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 to Field Services 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 support of construction by ensuring materials incorporated into the project conform to TDOT specifications, adequate acceptance and independent assurance testing is being completed and documented per the Federal Stewardship and Oversight Agreement; developing the project vision for those projects having the highest complexity; define critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager related to Materials and Testing operations; support Project Management staff by writing the Materials Control 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 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 Materials and Test Field Services 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.

Remain current on revisions to the design codes, standards, and guidelines related to materials and testing specifications, special provisions, Standard Operating Procedures (SOPs); perform the design and technical analysis of acceptance, testing, and verification of materials for complex projects having the highest degree of risk and assist with Risk Assessments. Monitor and track Field Services projects using the established statewide tracking mechanism to ensure the scope, schedule, budget, and quality of all Field Services 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 Field Services 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 of Science degree in Civil Engineering, Construction Management, or Concrete Industry Management
- 5 years of demonstrated competency in Materials Engineering/Testing or Highway Construction related field

Ideal Candidate

The Field Services Team Lead is the go-to person for the Region's Materials and Test Field Services. They maintain strong interpersonal relationships with staff at all levels, not only to identify needs, secure commitments, and

monitor the progress of tasks but also to communicate progress to senior Region Leadership, provide recommendations for addressing challenges, and advocate for all things materials and test from specifications to verification of materials. The Team Lead understands risks and complex projects and is comfortable balancing the tradeoffs from implementing technical concepts. They are experts at translating theory to reality resulting in a cohesive and high-quality Materials and Test Field Services Team.