

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.



Freight Planning & State Safety Oversight Team Lead
Passenger Transportation, Rail, & Freight Division – Freight and Rail
Safety & Engineering Section
Nashville, TN
\$103,848 annually

Job Overview

The Freight Planning & State Safety Oversight Team Lead will lead, mentor, and train the Freight Planning & State Safety Oversight Team through empowerment, communication, and delegated authority. This position will develop work plans that align with TDOT's strategic vision and will effectively delegate authority and responsibility while ensuring the availability of resources for the Team to be successful.

The Freight Planning & State Safety Oversight Team Lead will lead the development and implementation of departmental policies, discipline-specific technical guidance, procedures, and manuals related to freight planning and State Safety Oversight for incorporation into TDOT's programs and projects. This position will ensure the implementation of the quality assurance program to achieve program efficiency and effectiveness. The Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring each team member's expected outcomes, performance, and accountability. The Team Lead will research national best practices to drive innovation and efficiency within the Freight Planning & State Safety Oversight Team.

Essential Job Responsibilities

Manage resources and staff utilization and assist the Freight Planning & State Safety Oversight Team in performing their roles effectively and efficiently, optimizing the Team's ability to administer freight planning and State Safety Oversight processes successfully.

Lead the statewide freight planning program, including assisting with administering and managing Tennessee's National Highway Freight Program, statewide freight plan, statewide freight advisory committee, collaborating with transportation agencies and public and private partners to coordinate freight efforts, and providing freight planning support to Metropolitan Planning Organizations (MPO) and Rural Planning Organizations (RPOs) by providing freight data and assisting with freight plans and projects.

Lead the administration of the Short Line Preservation Grants Program, including initiating and executing contracts, processing invoices, coordinating effectively with rail authorities throughout the project development and construction processes, scheduling construction project final inspections, and ensuring contracts and purchase

orders are closed out when projects are completed.

Lead the oversight of Rail Fixed Guideway Systems (RFGS) for rail transit agencies (RTAs) not regulated by the FRA in the State of Tennessee, including conducting Triennial Reviews of RTAs, reviewing and approving the State Safety Program Standard, Agency Safety Plans, Agency Internal Safety Reviews, Corrective Action Plans, and preparing and providing annual reports to the FTA, the Governor, and RTA Boards of Directors.

Lead the Freight Planning & State Safety Oversight Team in providing exceptional customer service to internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing quality control and quality assurance processes for the Freight Planning & State Safety Oversight Team's freight planning and State Safety Oversight activities.

Assist with managing the policy direction for the Freight Planning & State Safety Oversight Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that support adherence to federal and state requirements, include best practices, and improve planning processes. Assist with the financial performance of the Freight Planning & State Safety Oversight Team in alignment with TDOT financial processes to ensure transparency and accountability.

Manage change and conflict, clarify the vision, take ownership of the change, communicate effectively, remain transparent, lead by example, and hold yourself and others accountable throughout the process.

Ensure the Team remains current on national best practices as it relates to freight planning and State Safety Oversight processes and procedures; incorporate research, evaluations, and implementation of emerging processes and technologies into the freight planning and State Safety Oversight responsibilities that will improve efficiency, resiliency, effectiveness, reliability, sustainability, and the safety of Tennessee's transportation network; integrate federal and state requirements into TDOT's guidance documents, processes, and procedures. Participate in peer exchanges with State and local governments and applicable industry partners for key insights and collaboration.

Provide oversight in the development of the Freight Planning and State Safety Oversight Team deliverables, and ensure they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, production of annual reports as required, and an established track record of success.

Qualifications

- Bachelor's degree
- 5 years of demonstrated competency in rail or freight management or related field.

Ideal Candidate

The Freight Planning & State Safety Oversight Team Lead excels in developing, managing, and administering innovative freight and rail programs. They showcase excellent communication, leadership, and team management abilities, successfully engaging with stakeholders across all levels. In their leadership role, they guide the team on best practices and ensure adherence to state and federal regulations, while promoting innovation. The position is essential in identifying opportunities to overcome challenges and plan for future success.