

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.



Road Inventory Team Lead
Planning Division – Roadway Data Section
Nashville, TN
\$103,848 annually

Job Overview

The Road Inventory Team Lead will lead, mentor, and train the Road Inventory 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 Road Inventory Team to be successful.

The Road Inventory Team Lead will lead the development and implementation of departmental policies, discipline-specific technical guidance, procedures, and manuals related to road inventory data 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 Road Inventory Team.

Essential Job Responsibilities

Manage resources and staff utilization and assist the Road Inventory Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully administer statewide road inventory processes.

Lead the management and maintenance of the statewide Linear Referencing System (LRS) including ensuring all data inventory meets the Model Inventory of Roadway Elements (MIRE) federal guidelines and other guidelines for Highway Performance Monitoring System (HPMS) reporting. Ensure revisions to the LRS data are accomplished using GIS software including data collected by the Road Inventory Team, and data received from Traffic Data Collection Team, the Planning Data Team, and local governments. Ensure data quality is verified through performing field reviews, and ground truthing activities.

Lead and coordinate the Photolog Program by the development of contracts to support data collection activities which will assist in image viewing and querying functions in a LRS environment.

Lead systems planning activities including functional classification changes, event boundary delineations, and other route definition activities, to accommodate changes in the Linear Referencing System.

Lead activities that support the State-Aid Program and State-Aid and Bridge Grant Section Team including reviewing county requests for additions and deletions to the State-Aid system to ensure the roadways meet State-Aid requirements and process the request by changing the information in the LRS.

Manage external partners, including developing and advising on contract scopes of work, negotiating contracts, reviewing consultant contract invoicing, managing contract tasks, and completing consultant grading.

Lead the Road Inventory 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 Road Inventory Team with respect to road inventory activities.

Assist with managing the policy direction for the Road Inventory 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 data analysis and utilization processes. Assist with the financial performance for the Road Inventory 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 road inventory processes and procedures; incorporate research, evaluations and implementation of emerging processes and technologies into the road inventory 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 Road Inventory 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 State and Regional Transportation Planning, Geographic Information Systems, Data or Computer Science, or a related field.

Ideal Candidate

The Road Inventory Team Lead is a highly skilled professional with expertise in developing, managing, and overseeing innovative data analysis and utilization initiatives. They possess exceptional communication, leadership, and team management capabilities, engaging effectively with stakeholders at all levels. In their leadership role, they provide strategic guidance on best practices and compliance with state and federal regulations, while fostering a culture of

innovation within the team. The Road Inventory Team Lead is essential to identifying opportunities for addressing challenges and driving forward-thinking solutions for future planning.