

## 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.



**Professional Services Senior Technical Specialist**  
Professional Services Division – Professional Services Section  
Nashville, TN  
\$66,000 - \$75,000

### **Job Overview**

The Professional Services Senior Technical Specialist will provide support to Contract Managers by administering TDOT's qualifications-based selection process in the procurement of professional engineering contracts. This position will focus on implementing the Brooks Act, statewide policies, and performance metrics for professional services procurements and will coordinate with the Regions to ensure consistency with statewide policies and standards. The Professional Services Senior Technical Specialist will objectively evaluate complex contractual concerns and implement acquired knowledge to facilitate the resolution of Brooks Act procurement questions.

This position is responsible for collaborating with internal stakeholders, including Project Management, Regions, and TDOT Divisions as part of a matrix organization to procure professional engineering contracts. This position must effectively articulate professional services concepts through training, mentoring, and collaborating as part of a matrix organization.

### **Essential Job Responsibilities**

Support Contract Managers and Technical Review Committees as part of a matrix organization by facilitating the contracting processes and procedures for complex Brooks Act procurements, including confirming the responsiveness of consultants' letters of response and technical proposals with respect to the project advertisement or the request for proposal, organizing and facilitating meetings with consultants and projects managers for all procurement related matters, analyzing recommendations to the Consultant Evaluation Committee to ensure recommendations conform with procedural requirements, coordinating with TDOT staff in addressing award questions and interpreting contract requirements during the Cone of Silence, facilitating negotiations with consultants and TDOT staff, and executing agreements.

Lead Quality audits and ensure all Professional Services deliverables are accomplished in alignment with TDOT's Quality Management procedures to deliver consistently high levels of quality and achievement, reduce errors, mitigate risk to the Department, and establish a track record of success.

Assist Contract Managers and Project Teams by monitoring contract terms for active Professional Services contracts and coordinating the required contract actions; assisting with the enforcement of subconsultant percentages by the prime, executing

contract amendments and supplemental agreements, and ensuring projects are closed out.

Assist in the development of Consultant Acquisition Plans (CAP) for professional engineering services related to the Brooks Act.

Coordinate with the Consultant & Contract Services Section of Professional Services on consultant prequalifications, contract maintenance, and performance management.

Provide exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Foster strategic partnerships between TDOT Project Managers and the Professional Services Section to successfully implement TDOT's vision statewide.

Coordinate with the TDOT Technical Training Director and assist in the development and delivery of Professional Services training that addresses Brooks Act requirements, acquired knowledge, and risk management for the purpose of improving team performance, limiting TDOT exposure, creating statewide transparency and consistency, inspiring new ideas, and developing skills. Provide mentoring to TDOT staff and consultants with respect to professional services contracts.

Remain current on applicable federal laws pertinent to the Brooks Act, State of Tennessee laws, TDOT performance measures, and Records Disposition Authorization (RDA) requirements pertaining to the procurement of professional engineering services. Stay informed on professional services-related industry trends and national best practices by participating in industry associations and other appropriate committees.

Integrate all deliverables into the Professional Services Section's tracking mechanism that ensures all Professional Services workflow items are addressed within the time constraints laid out by the project's schedule.

#### **Qualifications**

- Bachelor's degree in engineering, business, or related field
- 3 years of demonstrated competency in the procurement and/or administration of transportation engineering contracts

#### **OR**

- Master's degree in engineering, business, or related field
- 2 years of demonstrated competency in the procurement and/or administration of transportation engineering contracts

#### **Ideal Candidate**

The Professional Services Senior Technical Specialist is an essential member of the TDOT team, bringing valuable knowledge of professional services procurement, contracting, and the Brooks Act. They expertly manage the complexities of professional services contracting while seamlessly integrating their technical expertise. The Professional Services Senior Technical Specialist's technical knowledge also allows them to identify opportunities for process improvement. They work collaboratively with Contract Managers and Project Teams, making coordination look effortless.

### **Application Instructions**

Applications must be submitted online in order to be considered for the position. Please submit one application for considerations. Interested applicants should apply online at:

- <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>
- Select TDOT SENIOR TECHNICAL SPECIALIST- 04292025-67100

Applications must be submitted by Monday, May 12<sup>th</sup>