

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 Technical Specialist

Professional Services Division – Professional Services Section

Nashville, TN

\$59,700 - \$69,636 annually

Job Overview

The Professional Services Technical Specialist will support Contract Managers by administering TDOT's qualifications-based selection process in the procurement of professional engineering contracts. This position will assist with implementing the Brooks Act, statewide policies, and performance metrics for professional services procurements and coordinating with the Regions to ensure consistency with statewide policies and standards.

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. The Professional Services Technical Specialist assists in implementing the Quality Management Program as part of the Professional Services Division's activities. This position must effectively articulate professional services concepts through training, mentoring, and collaborating as part of a matrix organization.

Essential Job Responsibilities

Essential Job Duties of TDOT Technical Specialist I, II, and III include:

Support Contract Managers and Technical Review Committees as part of a matrix organization by supporting the facilitation of the contracting process and procedures for 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, assisting in reviewing recommendations to the Consultant Evaluation Committee to ensure recommendations conform with procedural requirements, coordinating with TDOT staff in addressing award questions during the Cone of Silence, facilitating negotiations with consultants and TDOT staff, and executing agreements.

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.

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.

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.

Assist with integrating 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.

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

Additional Job Duties for the TDOT Technical Specialist II and III include:

Collaborate with Contract Managers and Project Teams by assisting with 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 with contract closeouts by monitoring contract terms for Professional Services contracts and coordinate the required contract actions.

Additional Job Duties for the TDOT Technical Specialist III include:

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.

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

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree in engineering, business, or related field

TDOT Technical Specialist II

- Bachelor's Degree engineering, business, or related field
- 1 year of demonstrated competency in the procurement and/or administration of transportation engineering contracts.

TDOT Technical Specialist III

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

The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.

Ideal Candidate

This position is a career path series within TDOT. The Professional Services Technical Specialist I, II, or III possesses a diverse range of abilities that supports professional services procurement, contracting, and the Brooks Act. Their attention to detail is crucial, as they are responsible for ensuring accuracy and precision in the complexities of professional services contracting. Their exceptional technical skills enable them to identify opportunities for process improvement. The Professional Services Technical Specialists II and III excel in collaboration, which allows them to work seamlessly with Contract Managers and Project Teams.