

## 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.



### **Project Manager 1**

Project Management Division – Legislative Projects

\$95,000 - \$104,000 annually

#### **Job Overview**

The Project Manager 1 for Legislative Projects is a project management position that will be directly responsible for delivering Legislative Projects from concept to completion with a moderate level of complexity, scope, schedule, budget, and risk. This position has a pivotal role in implementing projects to achieve established departmental goals. The Project Manager 1 for Legislative Projects should move the project teams from involvement to empowerment, increasing the ownership and responsibility of each team member. In addition to managing Legislative Projects, the Project Manager 1 will also support and assist the Project Manager 2 and 3 in the delivery of transportation projects.

This position requires communication and coordination with team members, working in a team setting where collaboration is key, processing large volumes of information quickly and accurately, and using critical thinking and judgment to problem solve and make well-informed decisions independently. The Project Manager 1 for Legislative Projects will implement national best practices to drive innovation and efficiency for Legislative Projects.

#### **Essential Job Responsibilities**

Manage resources and assist in the management of external partners together with the Professional Services Division, including the negotiation of contracts, review of consultant invoicing, development of contract scopes, management of contract tasks, and completion of consultant grading for Legislative Projects.

Ensure there is a direct relationship between quality and work outcomes by executing standards for the Project Management Section and coordinating with the Quality Team Lead in assisting with quality control tasks per the TDOT Quality Assurance Process with respect to the Project Delivery Network (PDN).

Assist in the development of Consultant Acquisition Plans (CAP) and the oversight of external partners by serving on selection committees for professional engineering services as part of the Brooks Act, leading project-specific marketing meetings, determining scoring criteria, leading project information sessions, serving as a scorer as part of the consultant acquisition process, and leading de-briefs with consultants.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process. Serve as the leading force in driving delivery and innovation for

Legislative Projects, encouraging Project Teams to develop and implement innovative processes and design elements that will improve the efficiency of TDOT's systems and programs.

Lead project teams as part of a matrix organization in developing the project vision for Legislative Projects; defining critical goals and intended outcomes for the project scope, schedule, budget, and quality; reviewing Scopes of Work in collaboration with the Project Teams, Environment, Maintenance, and Construction; ensuring the project team understands the multidisciplinary relationships and proactively coordinates with other technical disciplines to ensure efficient project delivery; applying context-sensitive design strategies; effectively coordinating with other units within TDOT to mitigate constructability and maintenance concerns; proactively assessing risk factors; maintaining the project schedule; and forecasting the cause and effect of design concepts, project cost, construction timing, and maintenance requirements.

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.

Remain current on federal and state legislation, standards, and guidelines related to project delivery, and maintain knowledge of project delivery and project management methods used for the delivery of transportation projects.

Utilize and maintain information within the Project Management Division tracking mechanism that ensures the scope, schedule, budget, and quality of legislative projects support the delivery of the Department's Work Program while also ensuring compliance with Federal and State rules and regulations.

Ensure the Region's Legislative Projects are consistent, predictable, and repeatable by actively participating in partnering efforts across TDOT disciplines, resource agencies, design consultants, and the construction industry to provide for consistently high levels of achievement, mitigation of risk, and an established track record of success.

### **Qualifications**

- Bachelor's degree
- 6 years of demonstrated competency in a transportation related functional area
- Project Management Professional (PMP) Certification or Professional Engineer (PE) License

OR

- Bachelor's degree
- 10 years of demonstrated competency in a transportation related functional area with 4 years substituting for the required licenses or certifications
- Certified Associate in Project Management (CAPM) preferred

OR

- Associate degree
- 12 years of demonstrated competency in a transportation related functional area with 6 years substituting for the required licenses or certifications
- Certified Associate in Project Management (CAPM) preferred