

## 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 4,000 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT headquarters is located in downtown Nashville.



Region Manager of Program Projects  
Project Management Division – Region Project Management Section  
\$100,896 – \$115,000 annually

### **Job Overview**

The Region Manager of Program Projects must use a risk-based, data-driven process to manage the Region's State Industrial Access (SIA), Local Agency Programs (LAP), Bridge, Ancillary Structures, Rockfall Mitigation, Resurfacing, Safety, and Traffic Technologies projects designed to preserve transportation assets, maximize the service life of transportation infrastructure, and implement statewide technology advancements. This position will effectively manage resources and ensure the exchange of information between Project Team members, stakeholders, and others who are involved with Transportation Improvement Projects.

This position will implement Department policies and provide technical guidance to deliver the Region's Program Projects as part of the Division's strategic plan. The Region Manager of Program Projects will foster the implementation of national best practices that drive innovation, improve performance, and ensure project alignment with the Department's asset management lifecycle. This position will lead, mentor, and train Program Teams through empowerment, communication, and delegated authority.

### **Essential Job Duties**

- Manage resources and staff utilization and assist Region Project Managers in coordination with Asset Management and Statewide Project Managers 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 Region Programs.
- Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing standards for the Project Management Section and coordinating with the Quality Team Lead in assisting with quality control tasks as per the TDOT Quality Assurance Process with respect to the Project Delivery Network (PDN).
- Assist in the development of a Consultant Acquisition Plan (CAP) by providing strategic leadership in coordination with Asset Management for the utilization of consultants supporting TDOT's program and project delivery. Serve on selection committees for professional engineering services. Provide support in the development of the Request for Proposal (RFP) by attending project-specific marketing meetings, determining scoring criteria, participating in project information sessions, serving as a scorer as part of the consultant acquisition process, and attending de-briefs with consultants.
- Manage change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, and holding yourself and others accountable throughout the process.
- Assist Region Program Project Teams as part of a matrix organization in developing the project vision for those projects having the highest complexity; defining critical goals and intended outcomes for the RFP, schedule, budget, and quality in coordination with the Project Manager; supporting Region Program Project Management staff by assisting in reviewing the Scopes of Work in collaboration with Project Teams; applying context-sensitive

design strategies; proactively coordinating with other units within TDOT to assess risks, ensuring consideration of constructability, operations and maintenance concerns, and developing solutions based on overall lifecycle costs as part of Functional Design Plans development per the Project Delivery Network (PDN); and forecast the cause and effect of implementing Alternative Technical Concepts (ATCs) related to Alternative Delivery project impacts with respect to Region Programs.

- Lead the Region Program Teams Section in providing 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 revisions to design codes, standards, and guidelines related to legislation, design, funding, and project management used for delivering transportation projects having the highest degree of complexity; proactively assess risk factors on Region Programs; coordinate with each Project Team to minimize potential impacts to the scope, schedule, budget, and quality as part of the overall program; provide both direction and oversight in the development of PDN deliverables, and assist with Risk Assessments.
- Develop and implement a tracking mechanism that ensures all workflow items are addressed as per the PDN and within the time constraints laid out by the project's schedule.
- Assist in ensuring the Region Transportation Improvement projects are consistent, predictable, and repeatable to provide for consistently high levels of achievement, mitigation of risk, and an established track record of success.

### **Qualifications**

- Bachelor's degree
- 8 years of demonstrated competency in a transportation related field and/or project management that includes at least 2 years of demonstrated competency in supervision of programs or project teams
- Project Management Professional (PMP) Certification or Certified Associate in Project Management (CAPM) preferred