

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.



Region Project Management Scheduling Technical Coordinator 1 Project Management Division – Region Project Management Section \$61,428 annually

Job Overview

The Region Project Management Scheduling Technical Coordinator 1 supports Divisions, technical disciplines, Project Teams, Project Managers, and the Region Quality Sections with project-specific and program-wide scheduling activities, data analysis and reporting, and compliance with scheduling standards. This position collaborates with Project Teams to identify potential scheduling challenges, optimize project timelines, and ensure the effective and timely delivery of the Department's Work Program.

The Technical Coordinator 1 position ensures Department policies, technical guidance, scheduling best practices, and procedures are incorporated into the development and maintenance of project schedules as part of preconstruction activities. This position must effectively articulate scheduling concepts through mentoring and collaborating as part of a matrix organization.

Essential Job Responsibilities

Support Project Teams, Project Managers, and the efficient delivery of TDOT's Work Program by assisting with the development and management of project schedules as part of preconstruction activities.

Integrate Quality Management into all deliverables to ensure project schedules allow sufficient time for all project activities and the activities are tracked regularly to identify any deviations that could impact individual project milestones and the Department's Work Program. Independently perform quality checks of project and program schedules to maintain accuracy and consistency.

Develop and maintain project schedules, following the Department's approved software and framework, including Templates, Work Breakdown Structure (WBS), and project activities. Create initial baseline schedules and revise them based on approved project changes.

Monitor project statuses using project scheduling software analytics, ensuring that milestones and scheduled activities are met. Analyze project progress, critical paths, and other performance indicators. Regularly generate and review reports to enable project teams and project managers to manage their activities efficiently. Proactively mitigate schedule-related issues and work closely with project managers and cross-functional teams to resolve project challenges. Perform what-if analyses to develop

contingency plans and support decision-making to address potential schedule deviations.

Communicate effectively with project managers and other stakeholders to ensure that project milestones and scheduled activities align with the overall program delivery goals. Provide regular updates to help bridge gaps between teams and improve overall project execution.

Prepare reports for upper management, offering insights into statewide activities and the development of the Department's Work Program, ensuring that schedule dates are realistic and aligned with program objectives.

Remain current on project scheduling software, tools, and methodologies. Utilize advanced analytics and reporting tools to maintain accurate and reliable schedules for delivering the Department's Work Program.

Provide exceptional customer service to project stakeholders by developing and maintaining project schedules, ensuring they are easily accessible and organized, exercising effective listening skills, and communicating effectively.

Qualifications

- Associate's or bachelor's degree
- 3 years of demonstrated competency in transportation, project management, or related technical discipline.
- Project Management Professional (PMP) Certification preferred.

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in transportation, project management, or related technical discipline.
- Project Management Professional (PMP) Certification preferred.

Ideal Candidate

The Region Project Management Scheduling Technical Coordinator 1 is highly skilled in using project scheduling software to develop and manage detailed schedules. They are experts in project schedule principles, including establishing and maintaining baseline schedules, tracking progress, analyzing critical paths, and developing recovery options. The Technical Coordinator 1 collaborates with project managers to ensure alignment and timely project delivery, and their natural communication abilities allow them to convey technical information clearly.