

## 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.



### **Transportation Data Management Team Lead**

Project Management Division – Transportation Data Management Section  
Nashville, TN  
\$103,848 annually

#### **Job Overview**

The Transportation Data Management Team Lead will lead, mentor, and train technical staff through empowerment, communication, and delegated authority. This position will implement work plans that align with the Transportation Data Management Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while providing the resources needed for the Transportation Data Management Team to be successful.

This position will implement department policies, training, discipline-specific technical guidance, procedures, and manuals to lead and assist the Transportation Data Management Team in producing deliverables and implementing the Quality Management Guidelines as part of tracking and reporting on the delivery of the Department's Work Program. The Transportation Data Management Team Lead will supervise technical staff and will implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Transportation Data Management Team Lead will pilot national best practices as part of preconstruction and construction data systems management efforts and will report and recommend ideas that drive innovation and efficiency.

#### **Essential Job Responsibilities**

Manage resources and staff utilization to allow the Transportation Data Management Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully address unanticipated challenges.

Integrate Quality Management into all deliverables with the purpose of promoting uniformity, consistency, and efficiency in data collection, management, integration, and reporting. Validate project data and mapping to ensure accurate dashboards for tracking of program and project delivery. Assist the Transportation Data Management Team with quality assurance tasks as per the Quality Management Guidelines.

Assist in the development of a consultant acquisition plan and assist in the oversight of external partners by transforming data into actionable insight for use in the selection process and development of the RFP; serve on selection committees for professional engineering services as part of the Brooks Act; assist with scoring criteria determination, assist with project information sessions, when applicable; serve as a

scorer as part of the consultant acquisition process; and attend at de-briefs for consultants where usable feedback must be provided.

Manage change by serving as the bridge between executive direction and the envisioned change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, and holding yourself and others accountable throughout the process as part of the Transportation Data Management Team.

Assist Project Teams as part of a matrix organization by communicating project and program data management requirements; communicating Records Disposition Authorization (RDA) policy, process, and procedures; providing training on data collection and management policy, process, and procedures; communicating key performance measures, dashboarding, project and program status reporting functions and project schedule analysis; and proactively assessing risk factors and trends for potential impacts in project and program delivery.

Lead the Program Transportation Data Management Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, providing training and guidance, and communicating effectively. Provide support to Project Managers and Project Teams to ensure consistency and compliance with the statewide policies, processes, and procedures related to data quality for timely reporting on project and program delivery.

Remain current on revisions to TDOT IT policies, procedures, and guidelines related to data collection, integration, management, storage, and security; identify and participate as an active member of various TDOT data teams/committees, including but not limited to, data governance, PPRM Replacement, 360 Search, 360 Admin, 360 Finance, and Project Online to ensure coordination, integration, and consistency; lead the development of policies, procedures, and guidelines for project and program-related data collection, management, integration, analytics and reporting; maintain collaboration with TDOT IT and associated industries to enhance the data management, analytics, reporting and dashboarding through the implementation of new technologies and national best practices; and assist in developing and implementing project and program delivery performance metrics, in coordination with Asset Management.

Implement the Division's tracking mechanism and dashboards to provide for real-time project mapping, data visualization, status reports, analytics, and observations that assist in program delivery risk management and support TDOT Project and Programming investment decisions; assist in identifying and reporting potential issues associated with workflow items to ensure they are being addressed and completed within the time constraints laid out by the schedules for the Section; and ensure compliance with Federal and State regulations.

Assist in ensuring the Transportation Data Management deliverables 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 in Data Science, Information Technology, Computer Science, Data Analytics, Statistics, Engineering, Geographic Information Science, or related field
- 5 years of demonstrated competency in transportation systems, data management, data analytics, data engineering, or a related field

### **Ideal Candidate**

The Transportation Data Management Team Lead understands the project and program delivery goals of the Department. They integrate their high-level understanding of TDOT's project and program delivery process, with their

knowledge and experience of data applications, data management, datamining, dashboarding, and visualization and statistical status reporting and trend analyses. The Transportation Data Management Team Lead can easily dive into the data details identifying issues and potential solutions, provide training, clarity, and support for Project Teams, and seamlessly and clearly communicate the status of the Departments project and program delivery status. They work well integrating with technical disciplines, TDOT IT, TDOT Project and Program Managers and various databases to ensure required data and innovative solutions are in place to proactively monitor and manage the Department's project and program delivery challenges and successes. The Transportation Data Management Team Lead will pilot national best practices within their team and report and recommend ideas that drive innovation and efficiency.