

## 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.



Construction Estimating Manager  
505 Deaderick St., Suite 700, James K. Polk Building, Nashville, TN 37243  
Construction Division/Estimating Section  
\$124,800 annually

### **Job Overview**

The Construction Estimating Manager will lead, mentor, and train the Estimating Section through empowerment, communication, and delegated authority. This position will develop work plans that align with the Construction Estimating Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the Construction Estimating Section to be successful.

This position will assist in the development of department policies, discipline-specific technical guidance, procedures, and manuals and assist in developing estimates that encompass the scope of work for a project and incorporate the cost of impacts that may occur due to changes in available resources and national market conditions.

The Construction Estimating Manager will supervise technical staff and develop performance plans, schedules, and budgets, ensuring expected outcomes and the accountability of each team member. The Construction Estimating Manager will research national best practices to drive innovation and efficiency within the Construction Estimating Section.

### **Essential Job Duties**

- Manage resources and staff utilization as part of providing accurate estimates for use with all TDOT projects and Local Programs to ensure TDOT leadership can make critical project decisions, establish metrics against which project success can be measured, and maintain public confidence through the establishment of reasonable cost estimates.
- Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing standards for the Construction Estimating Section; coordinate with the Quality Team Lead in assisting with quality assurance tasks related to construction estimates as per the TDOT Quality Assurance Process and the Project Delivery Network (PDN); and perform quality assurance on construction estimates for Alternative Delivery Projects.
- Assist the Region Quality Team Lead in developing a budget for Project Teams by applying a project-specific approach that encompasses details such as production rates, material sourcing, and hauling routes, proactively assessing risk factors, and forecasting the cause and effect of Alternative Technical Concepts (ATCs) with respect to estimates for those projects using an Alternative Delivery method.
- Manage change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, and holding yourself and others accountable throughout the process.
- Participate on Project Teams as part of a matrix organization by providing constructability reviews, assisting in developing proposal contract documents for project lettings, and contributing to bid reviews and bid analysis for projects.
- Lead the Construction Estimating 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 market and pricing trends; collaborate with industry partners to acquire cost information for materials, labor, and equipment; review historical bidding information to ascertain industry patterns and boundaries; and assist with Risk Assessments.
- Develop and implement a tracking mechanism that ensures all workflow items are addressed as per the Letting Process and within the time constraints laid out by the project's schedule and lead the transition of estimating software from the current legacy system to AASHTOWare Estimate and/or other software as approved by TDOT.
- Assist in ensuring the Construction Estimating Section is 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 Engineering
- Licensed PE
- 8 years of demonstrated competency in estimating, construction, maintenance, design, and/or construction/project management that includes at least 2 years of demonstrated competency in supervision