

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.



Alternative Delivery Manager
Project Management Division/Alternative Delivery Section
\$145,008 annually

Job Overview

The Region Alternative Delivery Manager must use a risk-based, data-driven process to manage the needs of the Region's Alternative Delivery Program, comprised of a portfolio of projects designed to preserve transportation assets, maximize the service life of transportation infrastructure, and implement statewide technology advancements. This position will effectively manage resources, coordinate alternative delivery activities, and ensure the exchange of information between Project Team members, stakeholders, and others who are involved with alternative delivery projects.

This position will implement Department policies and provide technical guidance to deliver the Region's Alternative Delivery Program as part of the Division's strategic plan.

The Region Alternative Delivery Manager 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 Alternative Delivery Teams through empowerment, communication, and delegated authority.

Essential Job Duties

- Manage resources and staff utilization and assist Region Alternative Delivery Project Managers in the management of external partners together with the Professional Services Division, including the negotiation of contracts, review of design-build team invoicing, development of Request for Proposals (RFPs), management of contract tasks, compliance monitoring, and completion of consultant grading for Alternative Delivery Projects.
- Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing standards for the Alternative Delivery Section and coordinating with the Quality Team Lead in assisting with quality control tasks as per the TDOT Quality Assurance Process with respect to Alternative Delivery RFP elements, encompassing development, procurement, design, and construction.
- Assist in the development of consultant acquisition plans and oversight of external partners by serving on selection committees for professional engineering services as part of the Brooks Act and design-build teams consisting of teams comprised of contractors and designers. Provide support in the development of the Request for Proposal (RFP), 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 design-build teams.
- Manage change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, and holding yourself and others accountable throughout the process.
- Assist Alternative Delivery Project Teams as part of a matrix organization for complex Alternative Delivery Projects in developing the project vision; defining critical goals and intended outcomes for the RFP, schedule, budget, and quality in coordination with the Alternative Delivery Project Manager; supporting Alternative Delivery Project Management staff by writing the Request for Proposal (RFP) in collaboration with TDOT Environment, TDOT Maintenance, and TDOT Construction; applying context-sensitive design strategies; effectively coordinating with other units within TDOT to mitigate constructability and maintenance concerns as part of the alternative delivery process; proactively assessing risk

factors; and, forecasting the cause and effect of implementing Alternative Technical Concepts related to the Request for Proposal (RFPs), project cost, and construction timing.

- Lead the Region Alternative Delivery 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 Alternative Delivery elements and national innovative delivery methods used for delivering transportation projects; proactively assess risk factors on Region Alternative Delivery programs; coordinate with each Alternative Delivery Project Team to minimize potential impacts to the RFP, schedule, budget, and quality as part of the overall program; and provide both direction and oversight in the development of RFP documents, technical proposal reviews, and other applicable items.
- Develop and implement a tracking mechanism that ensures all workflow items are addressed as per the RFP and within the time constraints laid out by the project's schedule.

Qualifications

- Bachelor's degree
- 6 years of demonstrated competency in in a transportation related functional area
- 6 additional years of demonstrated competency in effectively managing projects
- Project Management Professional (PMP) Certification, Certified Associate in Project Management (CAPM) or Professional Engineer (PE)

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
- 6 additional years of demonstrated competency in effectively managing projects

OR

- Associate degree
- 12 years of demonstrated competency in a transportation related functional area with 4 years substituting for the required licenses or certifications
- 6 additional years of demonstrated competency in effectively managing projects

Preferred Qualifications:

- Project Management Certifications preferred
- Alternative Delivery experience preferred