

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.



State Materials & Pavements Manager
6601 Centennial Blvd, Nashville TN
Materials & Tests Division/Materials & Pavements Section
\$124,800 annually

Job Overview

The Materials and Pavement Manager must use a risk-based, data-driven process to manage the acceptance and testing of construction materials for the state of Tennessee as part of maximizing the service life of transportation infrastructure and implementing statewide technology advancements. This position will effectively manage resources, coordinate the acceptance of materials within the Regions, and ensure the exchange of information between Project Team members and stakeholders both internal and external.

This Materials and Pavement Manager will develop and implement Department policies, provide technical guidance, and manage the implementation of acceptance and testing of construction materials into TDOT's Work Program as part of the Division's strategic plan. This position 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 supervisors, technical experts, and Region staff through empowerment, communication, and delegated authority.

Essential Job Duties

- Manage resources and staff utilization related to Regional Operations material acceptance, the Pavement Evaluation Program, university and in-house materials and pavements research projects, and the Construction Technician Materials Acceptance Training Program. Support 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 on-call geotechnical engineering contracts and technical service laboratory contracts.
- Establish and ensure a direct relationship between quality and work outcomes by developing and implementing standards for the acceptance of construction materials, including specifications, standard operating procedures, special provisions, materials testing, and pavement evaluations. Coordinate with the Quality Team Lead to assist with quality control tasks as per the TDOT Quality Assurance Process, Specifications, and the Project Delivery Network (PDN); managing the implementation of materials and testing policies through the Regional Field Operations Teams, and maintaining effective coordination with producers and suppliers.
- Assist in the development of consultant acquisition plans for field operations activities and oversight of external partners by serving on selection committees for professional engineering services as part of the Brooks Act. 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 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 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 with respect to the acceptance of construction

materials; supporting Project Managers by reviewing the construction materials needs associated with the Scope of Work in collaboration with Project Teams, 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 on Alternative Delivery projects.

- Lead the acceptance and testing of construction materials 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 the testing of construction materials used for delivering transportation projects having the highest degree of complexity and maintain awareness of innovative solutions and best practices in the application of materials testing.
- Develop and implement a tracking mechanism that ensures all workflow items are addressed as per TDOT Specifications, the PDN, and the time constraints laid out by the project's schedule.
- Assist in ensuring the acceptance and testing of construction materials 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 Civil Engineering
- Licensed PE
- 8 Years of demonstrated competency in the design, construction, maintenance, or testing of materials used for highway and bridge construction that includes at least 2 years of demonstrated competency in supervision