

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.



Roadway Design Manager
Regional Preconstruction/Roadway Section
\$124,800 annually

Job Overview

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

This position will assist in the development of department policies, discipline-specific technical guidance, procedures, and manuals and assist the Region Roadway Design Section in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The Region Roadway Design Manager will supervise Team Leads in addition to technical staff and will develop performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Region Roadway Design Manager will research national best practices to drive innovation and efficiency within each technical unit as part of the Region Roadway Design Section.

Essential Job Duties

- Manage resources and staff utilization and assist Project Managers in 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.
- Establish and ensure that there is a direct relationship between quality and work outcomes by developing and implementing standards for the Region Roadway Design Section and coordinate with the Quality Team Lead in assisting with quality control tasks as per the TDOT Quality Assurance Process with respect to the design of roadway elements, hydraulic elements, and right-of-way elements.
- 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. Provide support in the development of the Request for Proposal (RFP) development, by 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; define critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager related to Roadway Design; support Project Management staff by writing the Roadway Scope of Work 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 Functional Design Plans development per the Project Delivery Network (PDN); proactively assess risk factors; and, for Project Teams associated with Alternative Delivery Contracts, forecast the cause and

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

- Lead the Region Roadway Design 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 the design codes, standards, and guidelines related to roadway, hydraulics, right-of-way, and quality management components; perform the design and analysis of roadway and hydraulics-related design components for complex projects having the highest degree of risk; assist with the review of right-of-way documents; and assist with Risk Assessments.
- Develop and implement a tracking mechanism that ensures all workflow items are addressed as per the PDN and within the time constraints laid out by the project's schedule.
- Assist in ensuring Roadway Design 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 Civil Engineering
- Licensed PE
- 8 years of demonstrated competency in a transportation engineering field that includes at least 2 years of demonstrated competency in supervision