



TDOT Manager

AGENCY OVERVIEW AND PROGRAM FOCUS

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.

TDOT leadership is responsible for developing the vision, strategic direction, policy, and tactical application of department objectives. Responsibilities include planning, developing, operating, staffing, and budgeting the department's transportation program for all modes. This classification is charged with the recruitment, retention, supervision, development, and mentoring of staff across the department to ensure that each individual understands their role in the implementation and execution of the department objectives. Responsibilities include developing and growing relationships with industry partners to enhance economic opportunity and innovation.

SUMMARY

The TDOT Manager applies the section implementation plan and develops an implementation plan for each unit. This role will lead, mentor, and train each team lead through empowerment, communication, and delegated authority. This position will use the department policies, discipline-specific technical guidance, procedures, and manuals to deliver each section's implementation plan. The TDOT Manager will research national best practices to drive innovation and efficiency within each technical unit. This role will develop the unit workplans, schedules and budgets necessary to deliver the expected outcomes. This position will develop performance plans to ensure accountability across the unit and individually.

RESPONSIBILITIES

1. Manage resources to allow the Section to perform its roles effectively and efficiently, optimizing the team's ability to successfully address unanticipated challenges
2. Develop the unit work plans in alignment with the department's strategic vision
3. Mentor staff in the areas of leadership, professional conduct, emotional intelligence, and teamwork
4. Use critical thinking and judgement to problem solve and make well informed decisions independently
5. Develop, monitor, and maintain program schedules and budgets in accordance with the overall program within the position's technical discipline



6. Build a culture of continuous learning, enacting a succession planning process that recruits staff, develops leaders both functionally and culturally, and ensures continuity of critical roles and employee retention
7. Minimize potential impacts to the project scope, schedule, and budget by proactively assessing risk factors on assigned projects
8. 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
9. Provide direct supervision to staff. Serve as an advocate to inspire and empower the team to challenge conventional processes, and to research, pilot, and implement innovative concepts that drive efficiency and improve sustainability of department resources, while concurrently navigating daily issues regarding work responsibilities, colleague and customer relations
10. Implement TDOT's procedure related to disciplinary actions, including prompt acknowledgement of a concern, coordination with executive staff, and maintenance of required documentation
11. Establish a direct relationship between quality and work outcomes by developing standards for technical disciplines
12. Create a culture of accomplishment by communicating expectations, assisting employees in establishing measurable goals, providing timely feedback, and training, ensuring the necessary tools required for the employee to achieve their goals are available and celebrating the achievement of goals with the employee

QUALIFICATIONS (Education must be from an accredited institution.)

Education and Experience: Bachelor's degree in related field and 8 years of demonstrated competency in related field that includes at least 2 years of demonstrated competency in supervision

NECESSARY SPECIAL QUALIFICATIONS

Some positions may require a Professional Engineer (PE) license. This requirement will be denoted in the position description.

Knowledge, Skills, Abilities, and Competencies (KSACs):

- Knowledge of interviewing practices and techniques
- Knowledge of the principles in leading groups to achieve the desired objectives, including conflict resolution
- Knowledge of the principles and practices of supervision including planning, organizing, directing, motivating, and making decisions
- Knowledge for the rules, processes, and technical skill sets for the area supervised
- Skilled in team building, communication, change management, and emotional intelligence
- Skilled in leading meetings, including agenda writing and time management



- Skilled in innovative and creative problem solving
- Ability to develop and maintain working relationships and communicate with a wide variety of individuals
- Ability to use critical thinking and judgement to problem solve and make well informed decisions independently
- Ability to perform multiple tasks accurately and concurrently and in a fast-paced environment