



TDOT Project Manager 1

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 responsible for roads, aviation, public transit, waterways, railroads, cycling facilities, sidewalks, and trails. TDOT's involvement ranges from airport improvements to funding transit buses to planning for river ports.

A project manager is the single point of responsibility for managing the scope, schedule, budget, quality, risks, and delivery of projects for TDOT. They have the authority and accountability to manage federal and state requirements; and are expected to facilitate collaboration and lead coordination of multidisciplinary teams across the Department through a matrix management structure.

SUMMARY

The TDOT Project Manager 1 is an entry level project management position that will be directly responsible for delivering a limited portfolio of projects from concept to completion with a moderate level of complexity, scope, budget, and risk. This position has a pivotal role in implementing the project in accordance with the desired project scope, schedule, and budget. The TDOT Project Manager 1 should move the project team from involvement to empowerment, increasing ownership and responsibility of each team member. This position must work in a team setting where collaboration is key, process large volumes of information quickly and accurately, and use critical thinking and judgement to problem solve and make well informed decisions independently.

RESPONSIBILITIES

1. Serve as the leading force in driving delivery and innovation, encouraging project teams to develop and implement innovative processes and design elements that will improve the efficiency of TDOT's systems and programs
2. Implement the project vision in accordance with the scope, schedule, and budget to meet the department's strategic objectives
3. Develop, monitor, and maintain project schedules and budgets to ensure the development process and deliverables meet or exceed standards
4. Consistent with state and federal regulations, promote efficiency, economy, fairness, and open competition in acquiring and managing professional services



5. Manage change by maintaining complete and accurate documentation to provide for efficiency in resolving questions as projects progress
6. Lead internal and external project team members proactively to achieve project milestones using project management tools and software that determine project priorities and critical path
7. Lead multidisciplinary teams proactively to ensure project delivery expectations and TDOT quality control and assurance standards are met
8. Implement acquired knowledge to reduce cost overruns and ensure program stability
9. Ensure project data is both current and accurate, allowing for well-informed decision making by TDOT staff
10. Manage external partners, including the development of a consultant acquisition plan, negotiation of contracts, review of consultant invoicing, development of contract scopes, management of contract tasks, and completion of consultant grading
11. Coordinate with technical disciplines proactively where discipline process/procedures, lack of discipline integration, or staffing levels/responsiveness are hindering efficient and effective project and program delivery
12. Understand and work with disciplines on criteria and key components, ensuring the project team understands the multidisciplinary relationships
13. Ensure performance metrics are met

QUALIFICATIONS (Education must be from an accredited institution)

Education and Experience: Bachelor's Degree in related functional area as outlined in the position description and 6 years of demonstrated competency in related fields and required licenses or certifications as denoted in the position description

OR

Education and Experience: Bachelor's degree in related functional area as outlined in the position description and 10 years of demonstrated competency in related fields with 4 years substituting for required licenses or certifications as denoted in the position description

OR

Education and Experience: Associate degree in related functional area as outlined in the position description and 12 years of demonstrated competency in related fields with 6 years substituting for required licenses or certifications as denoted in the position description



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

- Knowledge of project estimating and budgeting
- Knowledge of discipline specific functional area, administration, project funding, and program management
- Knowledge of critical path method for scheduling and managing projects
- Knowledge of state and federal regulations/requirements for development and implementation of projects
- Skilled in using critical thinking to problem solve and make well informed decisions independently
- Skilled in the use of Microsoft Office Suite and other applicable project software
- Skilled in time management, including facilitating effective and efficient meetings
- Skilled in advanced technical writing
- Ability to identify and mitigate risk associated with projects and programs
- Ability to resolve conflicts, coach and motivate others, build high-performing teams, and create a culture of accountability, collaboration, and accomplishment
- Ability to communicate effectively, with excellent verbal/written and public speaking skills, and interact with internal and external stakeholders in a professional and courteous manner
- Ability to manage a budget and provide financial information
- Ability to prioritize work items and manage time to ensure project deadlines are met
- Ability to learn technical concepts and apply those concepts to work