

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.



Manager of Legislative Projects
Project Management Division/Region Project Management
\$124,800 annually

Job Overview

The Region Manager for Legislative Projects must use a risk-based, data-driven process to manage the needs of the Region's Legislative Projects, 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 legislative projects.

This position will implement Department policies and provide technical guidance to deliver the Region's Program of Legislative Projects as part of the Division's strategic plan. The Region Manager for Legislative Projects 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 Legislative Project Teams through empowerment, communication, and delegated authority.

Essential Job Duties

- Manage resources and staff utilization and assist Region Legislative 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 for Legislative Projects.
- Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing standards for the Project Management Section and coordinating with the Quality Team Lead in assisting with quality control tasks as per the TDOT Quality Assurance Process with respect to the Project Delivery Network (PDN).
- 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), 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 Legislative 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 in coordination with the Legislative Project Manager; supporting Legislative Project Management staff by assisting in reviewing the Scopes of Work in collaboration with Project Teams, 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 Plans Development per the Project Delivery Network (PDN); proactively assessing risk factors; and, forecasting the cause and effect of changes to the scope of work with respect to project cost and construction timing.

- Lead the Region Legislative Project Teams 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 legislation, design, funding, and project management used for delivering transportation projects having the highest degree of complexity; proactively assess risk factors on Legislative programs; coordinate with each Legislative Project Team to minimize potential impacts to the scope, schedule, budget, and quality as part of the overall program; provide both direction and oversight in the development of PDN deliverables, 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.

Qualifications

- Bachelor's degree in Civil Engineering
- Licensed PE
- 8 years of demonstrated competency in transportation engineering and/or project management that includes at least 2 years of demonstrated competency in supervision
- Project Management Professional (PMP) Certification or Certified Associate in Project Management (CAPM) preferred