

## 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 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.



### **Engineering Concepts Manager**

Project Management Division – Engineering Concepts and Statewide Programs  
Section  
\$128,508 annually

#### **Job Overview**

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

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

#### **Essential Job Responsibilities**

Manage resources and staff utilization and assist the Engineering Concepts Team in the management of external partners together with the Professional Services Division, including negotiating contracts, reviewing consultant invoicing, developing contract scopes, managing contract tasks, and completing consultant grading.

Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing standards for the Engineering Concepts Team and coordinating with the Quality Team Lead in assisting with quality control tasks as per the TDOT Quality Assurance Process with respect to the development of engineering concepts, associated cost estimates, and concept reports.

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), attend project-specific marketing meetings, determine scoring criteria, participate in project information sessions, serve as a scorer as part of the consultant acquisition process, and attend 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 engineering concepts; develop, design, analyze, and evaluate engineering concepts as early project planning activities in support of legislative projects, potential economic development projects, local interstate connector projects, and TDOT and local government bridge replacement projects; apply context-sensitive design strategies; ensure concept cost estimates are completed accurately; prepare concept reports documenting evaluation and recommendations; effectively coordinate with TDOT Regions and Divisions to ensure early team involvement in the development of engineering concepts and to mitigate constructability and maintenance concerns; ensure proactive coordination and development of all required analysis and documentation for interstate access requests in compliance with TDOT and FHWA requirements; ensure the exchange of information between Project Team members, stakeholders, and applicable TDOT Divisions per the Project Delivery Network (PDN); and proactively assess risk factors.

Lead the Engineering Concepts Team 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 roadway, hydraulics, utilities, right-of-way, access management, and quality management components; perform the design and analysis of engineering concepts having the highest degree of risk; assist with the review of conceptual designs, cost estimates, and concept reports; assist with Risk Assessments.

Develop and implement a tracking mechanism in partnership with the TDOT Information Technology Division that ensures all workflow items are addressed as per the PDN and within the time constraints laid out by the Engineering Concepts program's schedule while also ensuring compliance with Federal and State regulations.

Assist in ensuring the Engineering Concepts Team deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

### **Qualifications**

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

### **Necessary Special Qualifications**

- Professional Engineer (PE) License

### **Ideal Candidate**

The Engineering Concepts Manager demonstrates exceptional leadership by effectively making decisions, cultivating relationships, and ensuring the successful advancement of early planning documents to full conceptual designs. They flourish in the role by applying not only their analytical and detail-oriented skill set but also their leadership, teaching, and mentoring skill set. They possess deep expertise in implementing innovative designs and strategies to achieve project objectives. The Engineering Concepts Manager fosters strong interpersonal connections across all organizational levels, proactively addresses project requirements, secures necessary commitments, and keeps leadership informed of progress.