

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.



Economic Projects Manager

Project Management Division – Engineering Concepts and Statewide Programs
Section
\$110,004 annually

Job Overview

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

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

Essential Job Responsibilities

Manage resources and staff utilization and assist the Engineering Concepts Team in the management of external partners by assisting with potential economic project investigations, concept development and evaluation. Assist the Economic Projects 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 Economic Projects 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 potential economic project concepts, associated cost estimates, concept reports, benefit-cost analysis, and required agreements.

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 the investigation and development of economic projects per the Project Delivery Network (PDN); coordinate with the Regions, Engineering Concepts Team, and applicable TDOT Divisions to discuss parameters of potential projects; obtain input and recommendations to achieve the project vision; apply context-sensitive design strategies; effectively coordinate with other units within TDOT to mitigate constructability and maintenance concerns; ensure concept cost estimates are completed accurately; and proactively assess risk factors. For approved projects to be constructed by TDOT maintenance forces or project contract, support and assist Project Teams by communicating critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager; and ensure Project Teams are aware of additional requested design features, associated local agreements, contracts, and deposits, and are aware of economic project stakeholders to maintain project continuity.

Lead the Economic Projects 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. In coordination and collaboration with the Regions, assist cities, counties, and developers in understanding applicable Tennessee Code, project eligibility requirements, application and evaluation process and procedures, associated agreements, and project development, permitting, and construction options. Serve as the TDOT liaison and/or committee member with associated state agencies councils, and committees including Tennessee Department of Economic and Community Development, Tennessee Economic Development Council, and TNECD's Site Development Grant Committee.

Remain current on revisions to design codes, standards, and guidelines related to legislation, funding, roadway, hydraulics, utilities, right-of way, access management, and quality management components as applicable to the coordination, investigation and evaluation of potential economic projects having the highest degree of risk; assist the Engineering Concepts Team with the review of potential economic project investigations, conceptual designs, cost estimates, evaluation, and concept reports; and 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 Economic Projects program's schedule while also ensuring compliance with Federal and State regulations.

Assist in ensuring the Economic Projects 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
- 8 years of demonstrated competency in a transportation related field 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

Ideal Candidate

The Economic Projects Manager interfaces a wide range of Department staff, from technical disciplines to leadership. They have a keen understanding of local and statewide economic development desires and benefits while also possessing knowledge and expertise of the Economic Projects Program requirements and the Department's project

development process for supporting and assisting with highway access to new and expanding industries across Tennessee. Intrinsic to the role is developing and maintaining strong interpersonal relationships with localities, TDOT technical disciplines, and the Department's leadership. They communicate effectively when liaising with government agencies, industry stakeholders, and community representatives. The Economic Projects Manager's commitment to fostering sustainable development and enhancing the economic growth of Tennessee through innovative infrastructure solutions is crucial to the Economic Projects Program.