

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 Senior Technical Specialist

Project Management Division – Engineering Concepts and Statewide Programs
Section
Nashville, TN
\$75,204 annually

Job Overview

The Economic Projects Senior Technical Specialist will provide support to Project Teams who are directly responsible for delivering projects in accordance with the project's scope, schedule, and budget. This position will also support and assist TDOT Divisions that produce deliverables as part of the State Industrial Access Program. These projects will range in complexity and risk from simple to highly complex. This position requires critical thinking to problem solve and make well-informed decisions that increase the safety, performance, sustainability, and efficient delivery of Tennessee's transportation system. The Economic Projects Senior Technical Specialist role requires collaboration with TDOT Divisions, Project Teams, consultants, contractors, Federal Highway Administration (FHWA), and external stakeholders, including cities, counties, and developers.

This position assists in implementing the Quality Assurance Program as part of the Division's activities. The Economic Projects Senior Technical Specialist ensures Department policies, technical guidance, procedures, software, websites, and systems related to economic projects are current and accurate for incorporation into the project delivery process. This position must effectively articulate technical concepts through training, mentoring, and collaborating as part of a matrix organization. The Economic Projects Senior Technical Specialist will assist with ensuring all Economic Projects Section deliverables are readily accessible and applicable documentation and data are collected and stored to assist with timely and accurate invoicing, efficient decision-making, and project close-outs.

Essential Job Responsibilities

Serve on Project Teams as part of a matrix organization; 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; respond to requests for support and guidance utilizing expertise to provide technical options and recommendations for consideration by the Project Manager and Project Teams to promote efficient project and program delivery. Ensure alignment and compliance with Division and Section Metrics and Performance goals.

Review potential economic project analysis, conceptual designs, cost estimates, evaluation, and concept reports for highway access to new and expanding industries across the state. Coordinate closely with local governments, TDOT Leadership, and

the Tennessee Department of Economic and Community Development (TECD) Site Development Grant Committee to ensure conceptual designs meet the required needs and eligibility requirements. Assist cities, counties, and developers in understanding applicable Tennessee codes, project eligibility requirements, application and evaluation processes and procedures, associated agreements, and project development, permitting, and construction options.

Assist in ensuring Economic Project deliverables are accomplished in alignment with TDOT's Quality Management procedures to ensure consistently high levels of quality and achievement, mitigate risk to the Department, and establish a track record of success. Integrate all deliverables into the Economic Project Section's tracking mechanism to provide project continuity and efficient workflows for internal project stakeholders.

Provide exceptional customer service to internal and external customers through mentoring and opportunities to provide technical guidance to Project Managers and Project Team members, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Ensure strategic partnerships with cities, counties, and developers to promote accountability and consistency, further partnering relationships, and successfully implement TDOT's vision statewide.

Take ownership of change, clarify the vision of TDOT's Economic Projects efforts, communicate effectively, remain transparent, and hold yourself accountable to develop, maintain, and enhance TDOT Economic Projects processes.

Assist in the development of a Consultant Acquisition Plan (CAP) and assist in the oversight of external partners by serving on selection committees for professional engineering services as part of the Brooks Act, including assisting with RFP development, attending project-specific marketing meetings, assisting with determining scoring criteria, assisting with project information sessions, when applicable, serving as a scorer as part of the consultant acquisition process, and attending at de-briefs for consultants where usable feedback must be provided.

Coordinate resources and assist the Economic Projects Section and Project Managers in the management of external partners together with the Professional Services Division, including negotiation of contracts, review of consultant invoicing, development of scopes, management of contract tasks, compliance monitoring, and completion of consultant grading.

Coordinate with the TDOT Technical Training Director and assist in the development and delivery of economic project development and delivery training and mentoring to TDOT staff and external stakeholders. Provide technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies. As the subject matter expert, prepare for and make presentations at industry conferences to improve team performance, create a stronger understanding of the transportation industry, inspire new ideas, and develop skills as they relate to project delivery.

Remain current on national best practices, Federal regulations, Tennessee statutes, and project management and delivery practices. Stay current on revisions to design codes, standards, specifications, and guidelines related to transportation projects, including trends and technologies; assist with the development of legislation and regulations; participate in regional/national working groups, research, committees, and training opportunities related to economic project development initiatives that may benefit/improve TDOT's staff and project/program delivery.

Qualifications

- Bachelor's Degree
- 3 years of demonstrated competency in a transportation-related field and/or project management
- Project Management Professional (PMP) Certification or Certified Associate in Project Management (CAPM) preferred

OR

- Master's Degree
- 2 years of demonstrated competency in a transportation-related field and/or project management
- Project Management Professional (PMP) Certification or Certified Associate in Project Management (CAPM) preferred

Ideal Candidate

The Economic Projects Senior Technical Specialist brings a unique blend of technical expertise and comprehensive knowledge to the team. A skilled communicator and collaborator, they work seamlessly with stakeholders to ensure that potential economic projects meet the highest quality standards and comply with state and federal regulations. Their problem-solving abilities and innovative approach are vital for addressing challenges in complex transportation projects, particularly when coordinating efforts with local governments. They are committed to fostering teamwork, strategic collaboration, and clear communication to achieve outstanding outcomes.