

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. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



Property Management/Excess Lands Senior Technical Specialist
Right of Way Division – Property Management/Excess Lands, Outdoor
Advertising/Junkyard Control Section
Nashville, TN
\$75,204 annually

Job Overview

The Right of Way (ROW) Property Management/Excess Lands (PM/EL) Senior Technical Specialist will work independently and in a team setting, providing support and expertise to the State PM/EL Section. This position will assist the Section Team Lead with implementing statewide work plans, meeting the Section's strategic vision, and ensuring compliance with Federal and State laws and requirements pertaining to PM/EL. The Senior Technical Specialist will be involved with overseeing Quality Assurance/Quality Control on the ROW PM/EL programs, implementation of best practices, and mentoring and training ROW Technical Specialists at HQ and in the Regions. This position will also assist the Team Lead with planning and implementing the State PM/EL Section performance metrics/plans, schedules, and budgets, development of various technical reports, and assurance of continuity and consistency statewide.

The Senior Technical Specialist requires collaboration with TDOT Divisions, Project Teams, consultants, contractors, Federal Highway Administration (FHWA), and external stakeholders. The Senior Technical Specialist will assist with ensuring all State PM/EL Section deliverables are accessible, and that applicable documentation and data are collected and stored to assist with timely and accurate invoicing, efficient decision-making, and project close-outs. This role requires strong critical thinking skills to solve problems and make well-informed decisions that enhance the safety, performance, sustainability, and efficient delivery of Tennessee's transportation system.

Essential Job Responsibilities

Coordinate resources and assist the ROW Division and Project Managers as a PM/EL Subject Matter Expert in the management of external partners together with the Professional Services Division, including the negotiation of contracts, review of consultant invoicing, development of scopes, management of contract tasks, compliance monitoring, and completion of consultant grading. Assist in developing a PM/EL consultant plan and assist in overseeing external partners by serving on selection committees for professional ROW services as part of the Brooks Act. This includes assisting with Request for Proposals (RFP) development, attending project-specific marketing meetings, assisting with determining scoring criteria, project information sessions, when applicable, and attending de-briefs for consultants where usable feedback must be provided.

Coordinate with the Section Manager to assist the TDOT Technical Training Director in the development and delivery of PM/EL training and technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies related to transportation to improve team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills. Provide mentoring to TDOT staff, consultants, and local agencies with respect to the State PM/EL Section. Administer and manage TDOT's ROW Division's database program and software.

Assist the Section Team Lead with processing and resolving excess land purchase and lease requests from the general public and governmental entities, including performing title searches, coordinating with TDOT Environment on environmental reviews and analyses, securing appraisals, and preparing exhibits (e.g., tax maps, plans sheets, aerial maps, etc. using ArcGIS Pro). Coordinate excess land purchase and lease requests with the PM/EL Region Senior Technical Specialist and other Region functional disciplines, prepare and present recommendations to the TDOT Excess Lands Committee, and maintain contact with the Tennessee Department of General Services (DGS) and the Federal Highway Administration (FHWA) as necessary. Notify Project Managers of plan revision requests after the sale of excess lands. Provide construction-related updates and assist with coordinating and administering access openings and licenses/ROW use agreements, including air space protections. Assist TDOT attorneys in the preparation of excess land documents and with other legal concerns. Maintain clear lines of communication with TDOT Legal and the Attorney General's Office as appropriate to expedite and facilitate excess land purchase and lease requests.

Assist with pre-acquisition and post-acquisition administration of short-term leases, salvage values/performance deposits, ensuring the security and maintenance of acquired properties, rodent control, asbestos abatement, and mowing. Assist the Team Lead with completing actions necessary to finalize ROW Certifications consistent with the Project Delivery Network (PDN) in support of Tennessee's transportation work program and letting plan. Participate in managing the statewide property inventory database to assure data integrity, completeness, and retrievability of inventoried excess lands. Assist the Team Lead with administering the Automated License Plate Recognition (ALPR) program per Tennessee statutes.

Participate on Project Teams as part of a matrix organization in developing the project vision for those projects having the highest complexity; help define ROW-related critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager; support Project Management staff by assisting with writing the ROW Scope of Work in collaboration with other ROW Division Teams, TDOT Roadway, TDOT Maintenance, and TDOT Construction; assist with ensuring that ROW Cost Estimate data is accurate and current; proactively assess risk factors; and for Project Teams associated with Alternative Delivery Contracts, forecast the cause and effect of implementing Alternative Technical Concepts (ATCs) related to RFP's, project cost, and construction timing. Identify potential excess/surplus lands in support of construction for use as Maintenance of Traffic, field offices, and materials staging areas. Ensure Project Managers and the Construction office are notified if the demolition of acquired improvements must be added to the construction contract as a line item.

Provide exceptional customer service to internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Ensure successful strategic partnerships with FHWA and local agencies to implement TDOT's statewide vision.

Remain current with applicable Federal Regulations, FHWA guidance, State of Tennessee laws, and the TDOT ROW Manual. Assisted with modifications to all applicable policies, procedures, statutes, and special provisions. Stay informed on ROW-related industry trends and national best practices by participating in AASHTO, industry associations, and other appropriate committees.

Take ownership of change, clarify the vision of TDOT ROW Division's Program goals and metrics, communicate effectively, remain transparent, and hold yourself accountable to develop, maintain, and enhance TDOT's ROW production and public service standards.

Assist in ensuring that TDOT ROW deliverables are aligned with TDOT's quality management procedures to produce consistently high levels of quality and achievement, mitigate risk to the department, and establish a track record of success. Integrate all deliverables into the State PM/EL Section's tracking mechanism to provide project continuity and efficient workflows for internal project stakeholders.

Qualifications

- Bachelor's degree
- 3 years of demonstrated competency in ROW property management and/or excess land activities or a related ROW field

OR

- Master's degree
- 2 years of demonstrated competency in ROW property management and/or excess land activities or a related ROW field

Ideal Candidate

The ROW Senior Technical Specialist brings a remarkable blend of technical expertise and knowledge to the team. They are exceptional project team members excelling at collaboration and communication, and are proficient at seamlessly engaging with project teams, leadership, and external stakeholders. They take a meticulous approach with each assignment, ensuring that every aspect of PM/EL work meets the highest quality and complies with Federal and State regulations. The Senior Technical Specialist brings experience and knowledge and is a proficient problem solver. They have proved capable of overcoming obstacles with innovative solutions, a skill always required when handling PM/EL processes under great public and governmental scrutiny. They understand that the best outcomes are achieved through collective effort and effective communication.