

## 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.



**Right-of-Way Property Management and Excess Lands Team Lead**  
Right of Way Division – Property Management/Excess lands & Outdoor  
Advertising/Junkyard Control Section  
Nashville, TN  
\$103,848 annually

### **Job Overview**

The Right-of-Way (ROW) Property Management and Excess Lands Team Lead will lead, mentor, and train the ROW Property Management and Excess Lands Team through empowerment, communication, and delegated authority in addressing ROW Property Management and Excess Lands. This position will assist the State ROW Property Management/Excess Lands & Outdoor Advertising/Junkyard Control Manager and Region Senior Technical Specialist in ROW Property Management/Excess Lands in developing statewide work plans that align with the Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the ROW Property Management and Excess Lands Team to be successful.

This position will assist the State ROW Property Management/Excess Lands & Outdoor Advertising/Junkyard Control Manager in developing and implementing department policies, discipline-specific technical guidance, procedures, and manuals to lead and support the Section in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. This position will assist the Section Manager and Region Senior Technical Specialist in ROW Property Management/Excess Lands in developing and implementing ROW Division performance metrics; will supervise technical staff engaged in ROW Property Management/Excess Lands activities; and will implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Team Lead will research national best practices to drive innovation and efficiency within the ROW Property Management/Excess Lands & Outdoor Advertising/Junkyard Control Section.

### **Essential Job Responsibilities**

Manage resources and staff utilization and assist Project Managers in the management of external partners together with the Professional Services Division, including contracting for Property Management/Excess Lands consultant services, 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 assisting the Section Manager in developing and implementing standards for the ROW Property Management/Excess Lands Team. Ensure acquired properties,

uneconomic remnants and loss of access parcels are accounted for and inventoried as applicable; ensure any non-highway use of the State's real property interest are covered under a lease/license agreement and that lease/license terms conform with State and federal code and fair market rent/proof of insurance is collected; coordinate with the TDOT Environmental Division, Right-of-Way Appraisal Office, Department of General Services, Federal Highway Administration, and Local Agencies on all applicable sales/leases/licenses/access openings/transfers of jurisdiction of excess lands; monitor input in IRIS (Integrated ROW Information System) for accuracy and timeliness; mitigate and manage risk to transportation projects associated with ROW Property Management and Excess Lands Section issues; ensure compliance with the Uniform Act (PL 91-646) and 23 Code of federal Regulations part 710 and TCA 12-2-112 throughout the property management and excess lands process; coordinate with the ROW Transportation Engineer; and coordinate quality assessment/auditing units in assisting with quality control tasks as per the TDOT Quality Assurance Process with respect to the Project Delivery Network (PDN) and non-PDN activities.

Assist in the development of a Consultant Acquisition Plan (CAP) by providing strategic leadership in utilizing consultants for program and project delivery and oversee consultant activities to ensure quality products and services are provided. Serve on selection committees for professional engineering and non-engineering services. Provide support in the development of the Request for Proposal (RFP) by 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, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Participate on Project Teams, as part of a matrix organization; define ROW Property Management/Excess Lands related critical goals and intended outcomes; support Project Management staff; effectively coordinate with other units within TDOT to mitigate constructability and maintenance concerns; and proactively assess risk factors.

Lead the ROW Project Management/Excess Lands Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, providing support to the State ROW Property Management/Excess Lands & Outdoor Advertising/Junkyard Control Manager, and communicating effectively.

Remain current on revisions to the Uniform Act (PL 91-646), Tennessee statutes, and guidelines related to ROW Property Management /Excess Lands responsibilities, and quality management components; perform analysis and risk assessments on ROW Property Management/Excess Lands activities. Provide input on national best practices related to ROW Property Management/Excess Lands; assist with the development of legislation and regulations that seek to increase safety, inspire innovation, and improve mobility for TDOT employees, contractors, and the traveling public; incorporate research, evaluations and implementation of emerging technologies; integrate considerations and statutory and regulatory requirements into TDOT guidance documents, processes, and procedures.

Guide the development and implementation of a tracking mechanism that ensures the contractual agreements, scope, schedule, budget, and quality of all ROW Property Management/Excess Lands activities support the delivery of the Department's Work Program while also ensuring compliance with Federal and State rules and regulations.

Provide oversight in the development of ROW Property Management/Excess Lands deliverables and ensure they 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

- 5 years of full-time professional work experience in ROW Property Management/Excess Lands work or a related ROW field

### **Ideal Candidate**

The ROW Property Management/Excess Lands Team Lead is an accomplished multi-tasker, managing multiple priorities and deadlines with grace and composure. They thrive on consistency statewide and are keenly interested in learning and implementing best practices from the Regions, the industry and nationwide. They are willing to listen, learn, and receive feedback and information from numerous sources, which they can then incorporate into statewide policy, processes, and procedures. They are the consummate win-win person who communicates often, keeps everyone in the loop, and is confident in making decisions. The Team Lead is comfortable sharing their knowledge and networking with their Team enabling the leaders of the future. They ensure customer satisfaction, employee satisfaction, and performance excellence.