

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.



Outdoor Advertising/Junkyard Control 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) Outdoor Advertising/Junkyard Control (ODA/JYC) Senior Technical Specialist will work independently and in a team setting, providing support and expertise to the State ODA/JYC Section. This position will assist the Section Team Lead with implementing statewide work plans, meeting the Section's strategic vision, and assuring compliance with Federal and State laws and requirements pertaining to ODA/JYC. The Senior Technical Specialist will be involved with overseeing Quality Assurance/Quality Control on the ROW ODA/JYC 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 ODA/JYC 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 the State ODA/JYC Section deliverables are accessible and that applicable documentation and data are collected and stored to assist with timely and accurate invoicing and efficient decision-making. 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 an ODA/JYC 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 an ODA/JYC consultant plan and serve on selection committees for professional ROW services as part of the Brooks Act, including 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 ODA/JYC 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 ODA/JYC Section.

Assist the Section Team Lead with administering the Highway Beautification Act and Tennessee Junkyard Control Act regarding all aspects of ODA/JYC, including the development and implementation of standards for the ROW ODA/JYC Team and providing oversight on Quality Controls in the ROW ODA/JYC process. Assist with receiving and processing permit applications for outdoor advertising structures, vegetation control, and junkyards including collection of fees. Assist with identifying illegal, abandoned, and nonconforming signs; construction of new signs; removal of illegal signs; and monitoring input into the ODA/JYC Information Management System to ensure accuracy and timeliness. Administer and manage TDOT ROW Division's database program and software and integrate all deliverables into the State ODA/JYC Section's tracking mechanism to provide for project continuity and efficient workflows for internal project stakeholders. Maintain an inventory of all permitted Outdoor Advertising structures and Junkyards.

Participate on Project Teams as part of a matrix organization as needed and address any ODA/JYC issues that may impact the scope, schedule, budget, and quality of intended ROW goals or commitments. 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 and proactively assess risk factors related to ODA/JYC.

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 exist with FHWA and local agencies to implement TDOT's strategic vision statewide effectively. Assist TDOT attorneys in the preparation for litigation involving Outdoor Advertising or Junkyards and other legal concerns.

Remain current with applicable Federal Regulations, FHWA guidance, State of Tennessee laws, and the TDOT ROW Manual and assist with the development of legislation and regulations that promote safety and enhanced aesthetics for the traveling public. Assist with modifications to all applicable policies, procedures, and special provisions and their implementation. Stay informed on ROW-related industry trends and national best practices by participating in AASHTO, industry associations, and other appropriate committees and sharing constructive feedback with ODA/JYC staff.

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. Provide oversight in the development and accomplishment of ROW ODA/JYC deliverables and ensure that they are consistent, predictable, and repeatable to provide consistently high levels of achievement and quality, mitigation of risk, and an established track record of success.

Qualifications

- Bachelor's degree
- 3 years of demonstrated competency in ROW Outdoor Advertising/Junkyard Control work

OR

- Master's degree
- 2 years of demonstrated competency in ROW Outdoor Advertising/Junkyard Control work

Ideal Candidate

The 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 ODA/JYC work meets the highest quality and complies with Federal and State regulations. The Senior Technical Specialist brings experience, knowledge, and is a proficient problem solver. They have proved capable of overcoming obstacles with innovative solutions, which is a skill always required when handling ODA/JYC processes under great public and governmental scrutiny. They understand that the best outcomes are achieved through collective effort and effective communication.