

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 Land Technical Specialist
Right of Way Division – Property Management/Excess Lands, Outdoor
Advertising/Junkyard Control Section
Nashville, TN
\$60,600 - \$70,680 annually

Job Overview

The Right of Way (ROW) Property Management/Excess Land (PM/EL) Technical Specialist will work both 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. This position will involve managing acquired properties in advance of construction letting; clearing the ROW for construction of transportation projects; managing excess land disposal and use through sale, lease, and ROW Use Agreement; and administering the Statewide Automated License Plate Recognition (ALPR) program, while ensuring that all actions comply with Tennessee statutes and the Uniform Act (PL 91-646). The ROW Technical Specialist supports Project Teams and Project Managers by sharing insights as to project impacts, potential cost savings options utilizing excess land during construction, and risk management decisions associated with project delivery.

The ROW Technical Specialist will possess and demonstrate a wide range of ROW skills and knowledge, including application of real estate principles and practices, appraisal valuation concepts, title searches, legal descriptions, instruments of conveyance, property inventories, eminent domain, civil rights, and related computer applications and technology. This position will also possess and demonstrate a wide range of skills and knowledge related to transportation projects and engineering, including plans reading, the Project Delivery Network (PDN), and access management guidelines. This position will participate in the ROW Proficiency Training Program, including class attendance, completion of training modules, and on-the-job training, working towards advancement as a ROW professional. The ROW Technical Specialist must effectively communicate ROW concepts through training, mentoring, and collaboration as part of a matrix organization.

Essential Job Responsibilities of TDOT Technical Specialist I, II, and III include:

Perform ROW functions in accordance with the Uniform Act (PL 91-646), Tennessee statutes, and the TDOT ROW Manual to ensure that compliance and audit standards are achieved. Maintain accurate, complete, and timely documentation of all actions taken during ROW clearance activity, leasing, and disposal of property and improvements, including inventories of all acquired property, stakeholder contacts, field inspections, excess land requests, closing documents, legal actions, and

coordination with other TDOT Divisions. Administer and manage TDOT ROW Division's database program and software. Participate on Project Teams as part of a matrix organization and attend public meetings and hearings for transportation projects in support of the Project Managers and Project Teams.

Manage and clear acquired properties and encroachments prior to ROW Certification, being mindful of PDN milestones and goals. Utilize available clearance methods, including demolition, auction, and public sales, and include improvements in the construction contract only when the ROW Certification date cannot be met by conventional methods. Manage short term leasing of acquired properties when displaced owners or tenants request extended occupancy, including lease preparation, market rent determination, rent collection, and issuing notices to vacate. Manage the maintenance, care, and safety of acquired properties, including mowing, fencing, security, rodent control, and illegal dumping. Coordinate with TDOT Environmental on tracts with hazardous waste or contamination.

Manage long-term leasing of excess land, including lease preparation, market rent determination, rent collection, lease renewals, and issuing notices of lease termination. Manage the disposal of excess land and access openings by way of sale in accordance with TCA 12-2-112 and Code of Federal Regulations Title 23, Part 710. Prepare for and conduct real estate closings on excess land sales by verifying ROW plans, confirming the terms of sale, and selecting the appropriate conveyance documents. Notify Project Managers that the sale of excess lands has occurred via a 'plans revision request'. Process and administer applications for ROW Use Agreements for parking, storage, beautification, mass transit, and similar uses.

Provide exceptional customer service to internal and external customers, exercise effective listening skills, assist in the implementation of policies and procedures related to ROW Property Management or Excess Lands, provide prompt responses, maintain complete and accurate documentation, and communicate effectively. Assist with responses to Public Records Requests involving ROW issues and assist TDOT Legal and the Attorney General's Office with legal proceedings, including depositions, testimony, summary reports, and strategy sessions.

Additional Job Responsibilities for the TDOT Technical Specialist II and III include:

Review and correct excess land requests submitted by prospective buyers and prepare packets for Excess Land Committee members for use in their evaluation and deliberation. Process excess land requests upon approval by the Commissioner of Transportation or the Commissioner of General Services (as appropriate) by first obtaining a reviewed fair market value appraisal and then resolving final terms of sale with the requestor. Ensure FHWA approvals are obtained if required and that instruments of conveyance contain use restriction covenant language as required by law.

Assist with the management of the statewide Automated License Plate Recognition program. Process applications from Tennessee law enforcement agencies to install ALPR cameras on state highway rights of way in accordance with federal and state statutes and in coordination with the Tennessee Department of Safety & Homeland Security and the Federal Highway Administration.

Additional Job Responsibilities for the TDOT Technical Specialist III include:

Assist with the ROW Certification process for projects to be let for construction, primarily assuring that all acquired improvements and encroachments are cleared or otherwise accounted for in conjunction with PDN expectations.

Assist with the ROW Cost Estimate process for both preliminary and acquisition stage projects to assure that all TDOT construction project delivery goals are met, ROW budgeting is adequate, schedules and critical deadlines are achieved, and that risk management decision makers are informed of any Property Management or Excess Land issues.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

- Bachelor's Degree
- 1 year of demonstrated competency in ROW property management and/or excess land activities or a related ROW field.

TDOT Technical Specialist III

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

The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.

Ideal Candidate

This position is a career path series within TDOT. The ROW Technical Specialist I, II, or III possesses a diverse range of abilities that support the ROW Division. They take a meticulous approach with each assignment, ensuring that every aspect of Property Management and Excess Land work meets the highest quality and complies with Federal and State regulations. They are clear and effective communicators, always refining their active listening skills. They exhibit a commitment to public service and an awareness of the challenges that impact property owners, those displaced from homes, businesses, farms, and non-profit organizations because of right of way acquisition, and other external stakeholders. The ROW Technical I, II, or III is a problem solver and capable of overcoming adversity and unforeseen circumstances which may impact production schedules and goals.