

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.



Region Right-of-Way Acquisition and Relocation Team Lead Right-of-Way Division – Region Preconstruction \$106,932 annually

Job Overview

The Region Right-of-Way (ROW) Acquisition/Relocation Team Lead will lead, mentor, and train the Region ROW Acquisition/Relocation Team through empowerment, communication, and delegated authority. This position will develop work plans that align with the Region ROW Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the Region ROW Acquisition/Relocation Team to be successful.

This position will implement department policies, discipline-specific technical guidance, procedures, and manuals to lead and assist the Region ROW Acquisition/Relocation Team in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The Region ROW Acquisition/Relocation Team Lead will supervise technical staff engaged in Acquisition and Relocation, and will implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Region ROW Acquisition/Relocation Team Lead will research national best practices to drive innovation and efficiency within each technical unit of the Region ROW Acquisition/Relocation Team.

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 reviewing consultant invoicing, developing contract scopes, managing contract tasks, and completing consultant grading.

Establish and ensure that there is a direct relationship between quality and work outcomes by developing and implementing standards for the Region ROW Acquisition/Relocation Team and coordinating with the Quality Team Lead in assisting with quality control tasks as per the TDOT Quality Assurance Process with respect to Acquisition and Relocation.

Assist in the development of Consultant Acquisition Plans (CAP) and oversight of external partners by serving on selection committees for professional engineering services as part of the Brooks Act. 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, in developing the project vision for those projects having the highest complexity; define critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager related to Acquisition and Relocation; support Project Management staff by writing the ROW Scope of Work in collaboration with other Region ROW Teams, TDOT Roadway, TDOT Maintenance, and TDOT Construction; effectively coordinate with other units within TDOT to mitigate constructability and maintenance concerns as part of the Functional Design Plans development per the Project Delivery Network (PDN); proactively assess risk factors; and, for Project Teams associated with Alternative Delivery Contracts, forecast the cause and effect of implementing Alternative Technical Concepts related to the Request for Proposal (RFP), project cost, and construction timing.

Lead the Region ROW Acquisition/Relocation Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Remain current on revisions to the Uniform Act (PL 91-646), Tennessee statutes, standards, and guidelines related to Acquisition, Relocation, and quality management components; perform analysis on Acquisition and Relocation components for complex projects having the highest degree of risk; assist with the review of Acquisition and Relocation documents; and assist with Risk Assessments.

Provide input on national best practices related to Acquisition and Relocation 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's guidance documents, processes, and procedures.

Guide the development and implementation of a tracking mechanism that ensures the scope, schedule, budget, and quality of all Acquisition and Relocation 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 Acquisition and Relocation deliverables and ensure that 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 demonstrated competency working in land acquisition, relocation assistance, property management, excess land for use under eminent domain and the Uniform Act

Ideal Candidate

The Region ROW Acquisition/Relocation Team Lead is an accomplished multi-tasker, managing multiple priorities and deadlines with grace and composure. They are willing to listen, taking in feedback and information from numerous sources. They are the consummate win-win person who communicates often, keeps everyone in the loop, and is confident in making decisions. The Region ROW Acquisition/Relocation Team Lead is comfortable sharing their

knowledge and network with their Team enabling the leaders of the future. They ensure customer satisfaction, employee satisfaction, and performance excellence.