

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 Region Technical Specialist Right-of-Way Division – Region Preconstruction \$95,105 annually

Job Overview

The Right of Way (ROW) Region Technical Specialist will work both independently and in a team setting, providing support and expertise to the Region ROW Section. This position will assist the Region ROW Manager with implementing statewide work plans, meeting the Section's strategic vision, and assuring compliance with Federal and State laws and requirements pertaining to ROW.

This position will be involved with overseeing Quality Assurance/Quality Control during the ROW process for TDOT and Local Agency projects, implementing best practices, and mentoring and training ROW Technical Specialists in the Region. This position will also assist the Region ROW Manager with the planning and implementation of the State ROW Section performance metrics/plans, schedules and budgets, development of various technical reports, and assurance of continuity and consistency.

The ROW Region Technical Specialist role requires collaboration with TDOT divisions, project teams, consultants, contractors, and external stakeholders including Local Agencies. This position participates on statewide technical committees and ensures consistent application of processes, procedures, and best practices within the Region's ROW Section. The ROW Region Technical Specialist provides discipline-specific technical expertise to internal staff, consultants, contractors, suppliers, local governments, and developers to enhance TDOT's transportation infrastructure network. Effective articulation of technical concepts through training, mentoring, and collaboration within a matrix organization is essential. The ROW Region Technical Specialist will ensure all Region ROW Section deliverables are accessible, and applicable documentation and data are collected and stored to support timely and accurate invoicing, efficient decision-making, and project close-outs.

Essential Job Responsibilities

Coordinate resources and assist the Region ROW Section and Project Managers in managing external partners together with the Professional Services Division. This includes developing scopes, negotiating contracts, managing contract tasks, tracking progress, performing quality assurance on deliverables, monitoring compliance, reviewing consultant invoicing, and completing consultant grading. Approve calculations/payments associated with relocation/acquisition/property management activities. Assist with development and presentation of Utilization Rate data for workload/resource management and consultant allocation planning.

Serve as a field-level expert in the Region ROW Section, providing expertise in the interpretation and application of statutes, policies, processes, procedures, contract requirements, funding applications, financial reporting, project scheduling, and documentation activities.

Provide exceptional customer service to both 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, local agencies, and key stakeholders to effectively implement TDOT's vision statewide.

Coordinate with the TDOT Technical Training Director and assist in the development and delivery of training and technical guidance that addresses acquired knowledge, risk management, technical aspects of ROW, and emerging technologies related to transportation. This aims to improve team performance, enhance understanding of ROW requirements, inspire new ideas, and develop skills. Provide mentoring to TDOT staff, consultants, and local agencies regarding the ROW process. Utilize and maintain the TDOT ROW Division's database programs and software.

Oversee ROW activities on Local Agency projects, hold project kick-off meetings, perform routine and periodic process reviews, conduct compliance auditing, recommend remedial action to restore compliance, and ensure coordination throughout the entire ROW process from Notice to Proceed to ROW, through Certification of ROW consistent with the TDOT Local Government Guidelines Manual and the TDOT ROW Manual.

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.

Remain current with applicable Federal Regulations, FHWA guidance, State of Tennessee laws, case law, the TDOT Local Government Guidelines Manual, and the TDOT ROW Manual. Assist with modifications to all applicable policies, procedures, Statutes, promulgated rules, and assist in the review/change/development of legislation. Stay informed on ROW related industry trends and national best practices by participating in AASHTO, industry associations, and other appropriate committees.

Qualifications

- Bachelor's degree
- 4 years of demonstrated competency in a Right of Way related field

OR

- Master's degree
- 3 years of demonstrated competency in a Right of Way related field

Ideal Candidate

The ROW Region Technical Specialist has a broad understanding of the TDOT ROW disciplines, process, procedures and requires critical thinking to solve problems and make informed decisions that improve the safety, performance, sustainability, and efficient delivery of TDOT's transportation system. The ROW Region Technical Specialist is proficient in engaging seamlessly with project teams, leadership, and external stakeholders. They thrive in collaborative settings where they leverage their expertise and prioritize teamwork to ensure project success. Their natural communication abilities enable them to convey technical information clearly to their team and stakeholders. With a deep understanding that the best outcomes are achieved through collective effort and effective communication, the ROW Region Technical Specialist is an experienced, knowledgeable, and proficient problem solver.