

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 4,000 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.



TDOT Manager
Right of Way Division – State Property Management and Excess Lands Manager
Nashville, TN
\$100,896 - \$131,004 annually

Job Overview

The State Property Management and Excess Lands Manager will lead, mentor, and train technical staff through empowerment, communication, and delegated authority in addressing Right-of-Way (ROW) property management and excess lands. This position will develop work plans that align with the State Property Management and Excess Lands Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the State Property Management and Excess Lands Section to be successful.

This position will assist in the development of Department policies, discipline-specific technical guidance, procedures, and manuals and assist the State Property Management and Excess Lands Section in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The State Property Management and Excess Lands Manager will supervise technical staff and will develop performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member.

The State Property Management and Excess Lands Manager will research national best practices to drive innovation and efficiency within each technical unit as part of the State Property Management and Excess Lands Section.

Essential Job Duties

- Manage resources and staff utilization and assist Project Managers in the management of external partners together with the Professional Services Division, including the negotiations of contracts, review of consultant invoicing, development of contract scopes, management of contract tasks, and documentation of property management and excess lands consultant performance and qualifications.
- Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing standards for the State Property Management and Excess Lands Section, ensuring that acquired properties, uneconomic remnants, and loss of access properties are accounted for and inventoried as applicable, ensuring that any use of acquired property for anything other than construction is in the public interest, ensuring that lease terms conform with ROW Procedures and that fair market rent is collected, coordinating with the TDOT Environmental Section and the Department of General Services on all sales of excess lands, monitoring input in IRIS (Integrated ROW Information System) for accuracy and timeliness, mitigating and managing risk to transportation projects associated with ROW Property Management and Excess Lands Section issues, ensuring 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, coordinating with the ROW Transportation Engineer, and 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.
- Assist Project Teams, as part of a matrix organization, in developing the project vision for those projects having the highest complexity; define property management and excess lands-related critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager; support Project Management staff by writing the Right of Way Scope of Work in collaboration with other Right of Way Division Units, TDOT Roadway, TDOT Maintenance, and TDOT Construction; proactively coordinate with other units within TDOT to assess risks, ensure consideration of constructability, operations and maintenance concerns, and develop solutions based on overall lifecycle costs as part of Functional Design Plans development per the Project Delivery Network (PDN); and forecast the cause and effect of implementing Alternative Technical Concepts (ATCs) related to Alternative Delivery projects.
- Lead the State Property Management and Excess Lands Section in providing 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.
- Remain current on national property management and excess lands practices for transportation projects, facilities, and operations activities; 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; and integrate property management and excess lands considerations and statutory and regulatory requirements into TDOT guidance documents, processes and procedures for capital, operations, and facilities projects.
- Develop and implement a tracking mechanism that ensures the scope, schedule, budget, and quality of all ROW projects support the delivery of the Department's Work Program while also ensuring compliance with Federal and State rules and regulations.
- Assist in ensuring the State Property Management and Excess Lands Section deliverables are consistent, predictable, and repeatable to provide for consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Bachelor's Degree
- 8 years of demonstrated competency in the right of way discipline that includes at least two years of demonstrated competency in supervision