

## 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 – Relocation Section  
Nashville, TN  
\$100,896 - \$131,004 annually

### **Job Overview**

The State Relocation Manager will lead, mentor, and train technical staff through empowerment, communication, and delegated authority in addressing (ROW) Right-of-Way relocation. This position will develop work plans that align with the State Relocation Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the State Relocation 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 Relocation Section in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The State Relocation 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 Relocation Manager will research national best practices to drive innovation and efficiency within each technical unit as part of the State Relocation 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 negotiation of contracts, review of consultant invoicing, development of contract scopes, management of contract tasks, contract for relocation consultant services when needed, and documentation of relocation 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 Relocation Section, ensuring relocation benefits and services are calculated and administered in a fair, equitable, and consistent manner, upholding the intent of Title VI for all displaced occupants, monitoring input in IRIS (Integrated ROW Information System) for accuracy and timeliness, overseeing Quality controls on the ROW Cost Estimate process, ensuring compliance with the Uniform Act (PL 91-646) and The Uniform Act TCA-13-11-101 thru 119 throughout the acquisition 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. Work with the TDOT State Acquisition Manager to issue consultant acquisition/relocation work orders for TDOT projects.



- 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 ROW-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 ROW Scope of Work in collaboration with other ROW Division Units, TDOT Roadway, TDOT Maintenance, and TDOT Construction; assure ROW milestones identified in project schedules are met; 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 Relocation 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 relocation 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 relocation 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 Relocation 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