

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.



Relocation Senior Technical Specialist

Right of Way Division – State Acquisition and Relocation Section

Nashville, TN

\$66,000 - \$75,000 annually

Job Overview

The Right of Way (ROW) Relocation Senior Technical Specialist will work both independently and in a team setting providing support and expertise to the State Acquisition and Relocation Section. This position will assist the Relocation Team Lead with implementing statewide work plans, meeting the Section's strategic vision, and assuring compliance with Federal and State laws and requirements pertaining to Acquisition and Relocation. This position will be involved with overseeing Quality Assurance/Quality Control on the ROW Acquisition and Relocation programs, implementation of best practices, and mentoring and training ROW Technical Specialists at HQ and in the Regions. This position will also assist the Relocation Team Lead with the planning and implementation of the State Acquisition and Relocation Section performance metrics/plans, schedules and budgets, development of various technical reports, and assurance of continuity and consistency statewide.

The Relocation Senior Technical Specialist requires collaboration with TDOT divisions, Project Teams, consultants, contractors, Federal Highway Administration (FHWA), and external stakeholders. This position must effectively articulate technical concepts through training, mentoring, and collaborating as part of a matrix organization. The Relocation Senior Technical Specialist will assist with ensuring all the State Acquisition and Relocation Section deliverables are readily accessible, and applicable documentation and data are collected and stored to assist with timely and accurate invoicing, efficient decision-making, and project close-outs. This position requires critical thinking to problem solve and make well-informed decisions that increase the safety, performance, sustainability, and efficient delivery of TDOT's transportation system.

Essential Job Responsibilities

Coordinate resources and assist the ROW Section and Project Managers as the Relocation Subject Matter Expert (SME) in the management of external partners together with the Professional Services Division, including the negotiation of contracts, review of consultant invoicing, development of scopes, management of contract tasks, compliance monitoring, and completion of consultant grading.

Coordinate with the TDOT Technical Training Director and assist in the development and delivery of Acquisition and Relocation training and technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies related to transportation for the purpose of improving team

performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills. Provide mentoring to TDOT staff, consultants, and local agencies with respect to the State Acquisition and Relocation Section. Administer and manage TDOT ROW Division's database program and software.

Assist in the development of a consultant acquisition plan and assist in the oversight of external partners by serving on selection committees for professional ROW services as part of the Brooks Act, including assisting with Request for Proposals (RFP) development, attending project-specific marketing meetings, assisting with determining scoring criteria, assisting with project information sessions, when applicable, serving as a scorer as part of the consultant acquisition process, and attending de-briefs for consultants where usable feedback must be provided.

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.

Participate on Project Teams, as part of a matrix organization, in developing the project vision for those projects having the highest complexity; help 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 assisting with writing the ROW Scope of Work in collaboration with other ROW Division Teams, TDOT Roadway, TDOT Maintenance, and TDOT Construction; assist with ensuring that ROW cost estimates data is accurate and current; proactively assess risk factors; and for Project Teams associated with Alternative Delivery Contracts, forecast the cause and effect of implementing Alternative Technical Concepts (ATCs) related to RFP's, project cost, and construction timing.

Provide exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Ensure successful strategic partnerships with FHWA and local agencies to effectively implement TDOT's vision statewide.

Assist in ensuring TDOT ROW deliverables are accomplished in alignment with TDOT's Quality Management procedures to produce consistently high levels of quality and achievement, mitigate risk to the Department, and establish a track record of success. Integrate all deliverables into the State Acquisition and Relocation Section's tracking mechanism to provide for project continuity and efficient workflows for internal project stakeholders.

Participate in review and approval of Last Resort Housing determinations, the Relocation Assistance appeals process, Title VI inquiries/investigations, local agency workshops, public hearings, compliance audits, and with responses to Public Records Requests. This position will also assist and support the Acquisition Team Lead in HQ through all Acquisition tasks including Special Acquisitions, steam mitigation tract acquisition, contaminated parcel acquisition, intermediate and complex level negotiations, local agency coordination, eminent domain actions, training, and compliance audits.

Remain current with applicable Federal Regulations, FHWA guidance, State of Tennessee laws, and the TDOT ROW Manual. Assist with modifications to all applicable policies, procedures, Statutes, and special provisions. 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
- 3 years of demonstrated competency in ROW Acquisition and Relocation work for use under eminent domain and the Uniform Act

OR

- Master's degree
- 2 years of demonstrated competency in ROW Acquisition and Relocation work for use under eminent domain and the Uniform Act

Ideal Candidate

The ROW Relocation Senior Technical Specialist brings a remarkable blend of technical expertise and knowledge to the team. They are exceptional project team members excelling at collaboration and communication, and are proficient at seamlessly engaging with project teams, leadership, and external stakeholders. They take a meticulous approach with each project, ensuring that every aspect of Relocation work meets the highest quality and complies with Federal and State regulations. The ROW Relocation Senior Technical Specialist brings experience, knowledge, and is a proficient problem solver. The ideal candidate has proved capable of overcoming obstacles with innovative solutions, which is a skill always required when handling the Relocation of residential occupants, businesses, and non-profit organizations from acquired ROW. They understand that the best outcomes are achieved through collective effort and effective communication.