

## 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.



**Acquisition and Relocation Technical Coordinator 1**  
Right of Way Division – Acquisition and Relocation Section  
Nashville, TN  
\$61,428 annually

### **Job Overview**

The Right of Way (ROW) Acquisition and Relocation Technical Coordinator 1 supports the ROW Acquisition and Relocation Manager and Section staff by facilitating the completion of Acquisition and Relocation deliverables. This position assists Acquisition and Relocation Technical Specialists with preparation for first written offers, preparation and processing of Relocation claims, preparation of closing packages, and review and verification of Title Search information. This position provides oversight on the ROW consultant contracting process and generates reports for monitoring workflow and performance.

The ROW Acquisition and Relocation Technical Coordinator 1 assists the ROW Acquisition and Relocation Manager by keeping procedures and references updated, tracking employee training progress, staying aware of ROW issues and concerns, and monitoring the integrity of information stored in databases. By supporting the Acquisition and Relocation functions, this position plays a key role in project delivery and the overall success of the ROW Division.

### **Essential Job Responsibilities**

Provide oversight on the Acquisition and Relocation consultant contract process from pre-qualification to final payment, including contract close out. Track work order progress, manage deliverable submissions, ensure compliance with contract terms, and process invoice payments accurately and promptly. Assure that Acquisition and Relocation contract information is continually and accurately updated in the Enterprise Resource Planning System (EDISON).

Assist Relocation Technical Specialists with preparation of Relocation Claim Packages, review of Replacement Housing Payment calculations, analysis of Moving Cost claim packages, and related items. Assist Acquisition Technical Specialists with preparation of First Written Offer Packages, review of Closing Package documentation, title search verification, and related items. Participate in Public Records Request research and response, and Title VI inquiry investigation.

Assist with Proficiency/Training program documentation and tracking employee progress including maintaining and monitoring training schedules and generating reports on training activity and progress.

Prepare and post the annual reporting of performance measure results for the Acquisition and Relocation Section. Assist the Acquisition and Relocation Manager with resolution of various process and production issues and Title VI inquiry investigation.

Generate and distribute the FHWA and Title VI annual reports. Transmit Opinion Surveys to impacted property owners, business owners, and displaced individuals, track and receive completed surveys, and prepare a report of results for ROW leadership.

Assist with maintaining a library of current Acquisition and Relocation policies, procedures, and guidelines that support acquisition and relocation process consistency and compliance. Take ownership of the Acquisition and Relocation Section documentation management and records disposal.

Assist with development and presentation of Utilization Rate data for use in manhour and consultant allocation planning. Assist with communications between the ROW Division, other TDOT Divisions, and external customers. Assist with GIS data interpretation and summarization for use by leadership and staff.

Provide exceptional customer service to internal and external customers such as property owners, business owners, displaced individuals, ROW consultants, the ROW Division, other TDOT Divisions, Project Teams, and the general public in the execution of the position's responsibilities while exercising effective listening skills and communicating effectively.

#### **Qualifications**

- Associate's or bachelor's degree
- 3 years of demonstrated competency in transportation, real estate, project management, or related technical discipline.

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in transportation, real estate, project management or related technical discipline.

#### **Ideal Candidate**

The ROW Acquisition and Relocation Technical Coordinator 1 possesses a diverse range of abilities that support the ROW Acquisition and Relocation Section and other ROW Division staff. They are detail oriented and ensure that information contained in documents and forms is complete and accurate. The ROW Acquisition and Relocation Technical Coordinator 1 plans and organizes work activities efficiently and can successfully manage several tasks at once. They thrive in collaborative settings, where they leverage their expertise and value cooperation and teamwork to ensure the ROW Acquisition and Relocation Section's success. They identify opportunities and issues and proactively act and follow through to resolve concerns and conflicts.