

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 Acquisition and Relocation Manager Right of Way Division – State Acquisition and Relocation Section Nashville, TN \$110,004 annually

Job Overview

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

This position will assist in developing Department policies, discipline-specific technical guidance, procedures, and manuals and assist the Acquisition and Relocation staff in Headquarters (HQ) and Regions in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The Acquisition and Relocation Manager will supervise technical staff and develop performance plans, schedules, and budgets, ensuring accountability for each team member's expected outcomes, and performance. The Acquisition and Relocation Manager will research and implement national best practices to drive innovation and efficiency within each technical section as part of the State Acquisition and Relocation Section.

Essential Job Responsibilities

Manage resources, 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, and documentation of consultant qualifications and performance.

Establish and ensure that there is a direct relationship between quality and work outcomes by developing and implementing standards for the State Acquisition and Relocation Section, which ensures the following: (1) relocation benefits and services are calculated and administered in a fair, equitable, and consistent manner; (2) the intent of Title VI is upheld for all displaced occupants; (3) compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 - PL 91-646 (Uniform Act) and Tennessee statutes throughout the Acquisition process; and (4) input in IRIS (Integrated ROW Information System) is monitored for accuracy and timeliness. Oversee Quality controls regarding Certification and compliance with 23 Code of Federal Regulations part 635 subpart C, coordinate with the ROW

Transportation Engineer, and assist 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 overseeing consultant activities to ensure quality products and services are provided. Issue consultant Acquisition/Relocation work orders for TDOT projects. Serve on selection committees for professional engineering and non-engineering services. Support the development of the Request for Proposals (RFPs) 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 in HQ and Regions 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 Acquisition and Relocation-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 Sections, TDOT Roadway, TDOT Maintenance, and TDOT Construction; proactively coordinate with other sections 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 Acquisition and 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 and implement national Acquisition and Relocation best 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 Acquisition and Relocation considerations including statutory and regulatory requirements into TDOT guidance documents, processes and procedures for capital, operations, and facilities projects.

Assist with developing, implementing, and managing 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 ensuring compliance with Federal and State rules and regulations.

Assist in ensuring that State Acquisition and Relocation Section deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Bachelor's degree in a related field
- 8 years of demonstrated competency in a related field (related to Acquisition and Relocation Assistance, eminent domain, and the Uniform Act) that includes at least 2 of demonstrated competency in supervision in a related field (related to Acquisition and Relocation Assistance, eminent domain, and the Uniform Act).

Ideal Candidate

The State Acquisition and Relocation Manager is the go-to expert in Acquisition and Relocation activities and processes. They are effective communicators and readily share their knowledge of Acquisition and Relocation fundamentals. The State Acquisition and Relocation Manager is committed to serving internal and external customers. They mentor and train HQ and Region staff to provide professional development and enrichment. In addition to their technical strengths and skills, they have planning and organization skills that ensure a focused approach to priorities and give a platform to assess risk and respond appropriately. The State Acquisition and Relocation Manager coaches their team and Region counterparts on the enterprise vision and guiding best practices. They display initiative and embrace both opportunities and issues with equal levels of energy and determination.