

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.



Appraisal Technical Coordinator 1 Right of Way Division – Appraisal Section Nashville, TN \$61,428 annually

Job Overview

The Right of Way (ROW) Appraisal Technical Coordinator 1 supports the ROW Appraisal Manager and Section staff by facilitating the completion of Appraisal deliverables. This position assists ROW Appraisers and Senior ROW Appraisers with fundamental appraisal tasks such as cost estimate verification, real estate sales verification, owner notification, and provides oversight on the appraisal consultant continuous contracting process, generates reports for monitoring workflow and performance.

The ROW Appraisal Technical Coordinator 1 will assist the ROW Appraisal 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 Appraisal 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 Appraisal continuous 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 Appraisal contract information is continually and accurately updated in the Enterprise Resource Planning System (EDISON).

Assist the Appraisal Team Lead in the distribution of project ROW plans to all consultant appraisers assigned to a particular project. Assist in delivering copies of all plan revisions to each consultant appraiser on the project.

Verify that appraisal report details are contained in the database in sufficient detail to allow Form 2 (Authorized Purchase Offer) to be system generated. Continually monitor the appraisal data entries to confirm information is complete, accurate, and current.

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 Appraisal Section with Public Records Request research and response and resolution of various process issues.

Prepare and assemble ROW cost estimate research data for use by staff to complete project cost estimates and maintain accurate data in databases. Assist ROW Cost Estimators by tracking project priorities and deadlines and providing schedule notifications. Assist Appraisers with the verification of cost estimate data, real estate sale data, and the timely and proper owner site visit notification.

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

Assist with development and presentation of Utilization Rate data for use in manhour and consultant allocation planning. Prepare communications for the ROW Appraisal Manager which is directed to staff, the ROW Division, other TDOT Divisions and external customers. Assist with GIS data interpretation and placing it in a format usable for leadership and staff.

Provide exceptional customer service to internal and external customers such as Appraisal 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 Appraisal Technical Coordinator 1 possesses a diverse range of abilities that support the ROW Appraisal Section and other ROW Division staff. They are detail oriented and ensure that information contained in documents and forms is complete and accurate. The Appraisal 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 Appraisal Section's success. They identify opportunities and issues and proactively act and follow through to resolve concerns and conflicts.