

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 Outdoor Advertising/Junkyard Control Team Lead
Right of Way Division – Property Management/Excess Lands & Outdoor
Advertising/Junkyard Control Section
Nashville, TN
\$103,848 annually

Job Overview

The Right-of-Way (ROW) Outdoor Advertising/Junkyard Control Team Lead will lead, mentor, and train the Team through empowerment, communication, and delegated authority in addressing ROW Outdoor Advertising/Junkyard Control including the section's permitting and regulatory role. This position will assist the ROW Property Management/Excess Lands & Outdoor Advertising/Junkyard Control Manager and Region staff in developing statewide work plans that align with the Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the ROW Outdoor Advertising/Junkyard Control Team to be successful.

This position will assist the ROW Property Management/Excess Lands & Outdoor Advertising/Junkyard Control Manager in developing and implementing department policies, discipline-specific technical guidance, procedures, and manuals to lead and support the Section in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. This position will assist the Section Manager and Region staff in developing and implementing ROW Division performance metrics; will supervise technical staff engaged in ROW Outdoor Advertising/Junkyard Control activities; and will implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The ROW Lead will research national best practices to drive innovation and efficiency within the ROW Property Management/Excess Lands & Outdoor Advertising/Junkyard Control Section.

Essential Job Responsibilities

Manage resources and staff utilization and assist Project Managers in the management of external partners together with the Professional Services Division, including contracting for ROW Outdoor Advertising and Junkyard Control consultant services, negotiating contracts, reviewing consultant invoicing, developing contract scopes, managing contract tasks, and completing consultant grading.

Establish and ensure that there is a direct relationship between quality and work outcomes by assisting the State ROW Property Management/Excess Lands & Outdoor Advertising/Junkyard Control Manager in developing and implementing standards for the ROW Outdoor Advertising/Junkyard Control Team; providing oversight on Quality controls in the ROW Outdoor Advertising/Junkyard Control process; monitoring input

in IMS (Information Management System) for accuracy and timeliness; ensuring compliance with the Highway Beautification Act, the Tennessee Junkyard Control Act and other applicable Tennessee statutes; receiving and processing various permit applications; overseeing statutory requirements for vegetation control; and coordinating quality assessment/auditing units in 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.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Participate as part of a matrix organization define ROW Outdoor Advertising/Junkyard Control related critical goals and intended outcomes; effectively coordinate with other units within TDOT proactively assess risk factors.

Lead the ROW Outdoor Advertising/Junkyard Control Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, providing support to the State ROW Property Management/Excess Lands & Outdoor Advertising/Junkyard Control Manager, and communicating effectively.

Remain current on revisions to the Highway Beautification Act, the Tennessee Junkyard Control Act, Tennessee statutes, and guidelines related to ROW Outdoor Advertising/Junkyard Control responsibilities, and quality management components; and perform analysis on ROW Outdoor Advertising/Junkyard Control activities. Provide input on national best practices related to ROW Outdoor Advertising/Junkyard Control; 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; incorporate research, evaluations and implementation of emerging technologies; and integrate considerations and statutory and regulatory requirements into TDOT guidance documents, processes, and procedures.

Guide the development and implementation of a tracking mechanism that ensures ROW Outdoor Advertising/Junkyard Control activities with Federal and State rules and regulations.

Provide oversight in the development of ROW Outdoor Advertising/Junkyard Control deliverables and ensure that they 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
- 5 years of demonstrated competency in right-of-way appraisal, acquisition, relocation, or Property Management/Excess Lands work for use under eminent domain and the Uniform Act work; or Outdoor Advertising/Junkyard Control work for use under Highway Beautification Act, the Tennessee Junkyard Control Act.

Ideal Candidate

The ROW Outdoor Advertising & Junkyard Control Team Lead is an accomplished multi-tasker, managing multiple priorities and deadlines with grace and composure. They thrive on consistency statewide and are keenly interested in learning and implementing best practices from the Regions, the industry and nationwide. They are willing to listen, learn, and receive feedback and information from numerous sources, which they can then incorporate into statewide policy, processes, and procedures. They are the consummate win-win person who communicates often, keeps everyone in the loop, and is confident in making decisions. The ROW Outdoor Advertising & Junkyard Control Team Lead is comfortable sharing their knowledge and networking with their Team enabling the leaders of the future. They ensure customer satisfaction, employee satisfaction, and performance excellence.