

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.



Right of Way Technical Coordinator 1

Right of Way Division – Property Management/Excess Lands and Outdoor Advertising/Junkyard Control Section
Nashville, TN
\$61,428 annually

Job Overview

The Right of Way (ROW) Technical Coordinator 1 supports the ROW Division Project Management/Excess Lands and Outdoor Advertising/Junkyard Section staff by facilitating the completion of Section deliverables. This position assists with fundamental Project Management/Excess Lands and Outdoor Advertising/Junkyard Section tasks such as Outdoor Advertising and Junkyard permitting, vegetation control, short-term and long-term property management, and the disposition of excess lands.

The ROW Technical Coordinator 1 assists the ROW Manager by keeping procedures and references updated, tracking employee training progress, assisting in addressing ROW issues and concerns, and monitoring the integrity of information stored in databases. By supporting these functions, this position plays a key role in the Section's success and the overall success of the ROW Division.

Essential Job Responsibilities

Provide oversight on the preparation and execution of documents covering all excess property disposition options including sales, leases, licenses, and controlled-access openings. Perform research to locate excess land tract locations and information prior to disposition. Maintain an inventory of all uneconomic remainders and loss of access tracts.

Receive, process, and track Outdoor Advertising (ODA) permit applications for new signs, MAP 21 signs, renewals, tag replacements, sign owner transfers, and vegetation control. Collect application fees and process them per fiscal requirements. Issue new ODA tags as appropriate and maintain current insurance records on all permitted ODA's and junkyards. Assure that all applicable structure and vegetation control inspection reports are prepared accurately and completely and logged into a database.

Transmit permit renewal notices and failure to renew notices to sign owners and maintain a tracking log for follow up, resolution, and transaction history purposes. Maintain a statewide database on ODA's and junkyards.

Provide oversight on the Project Management/Excess Lands and Outdoor Advertising/Junkyard 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. Ensure that contract information is continually and accurately updated in the Enterprise Resource Planning System (EDISON).

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 Project Management/Excess Lands and Outdoor Advertising/Junkyard Section and generate and distribute reports required by FHWA regarding these activities.

Assist with maintaining a library of current Project Management/Excess Lands and Outdoor Advertising/Junkyard policies, procedures, and guidelines which support process consistency and compliance. Take ownership of the Section's 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 with the ROW Division, other TDOT Divisions, and external customers. Assist with correspondence to the Tennessee Department of Environment and Conservation (TDEC) for Auto Dismantler Recycling (ADR) permitting purposes and process ADR renewal notices. Assist with GIS data interpretation and summarization for use by leadership and staff.

Provide exceptional customer service to internal and external customers such as willing buyers, lessees, ROW consultants, the ROW Division, other TDOT Divisions, Project Teams, and the public in the execution of the position's responsibilities while exercising effective listening skills and communicating effectively. Assist the Project Management/Excess Lands and Outdoor Advertising/Junkyard Manager with the resolution of process issues and participate in Public Records Request research and response.

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 Technical Coordinator 1 possesses a diverse range of abilities that support the Project Management/Excess Lands and Outdoor Advertising/Junkyard 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 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 Section's success. They identify opportunities and issues and proactively act and follow through to resolve concerns and conflicts.