

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.



Region Right-of-Way Senior Technical Specialist

Right-of-Way Division – Region Preconstruction, Property Management/Excess Lands
\$75,204 annually

Job Overview

The Region Right-of-Way (ROW) Senior Technical Specialist in Property Management/Excess Lands will work both independently and in a team setting, providing support and expertise to the Region ROW Section. This position will assist the Region ROW Manager and the State ROW Property Management/Excess Lands and Outdoor Advertising/Junkyard Control Manager with implementing statewide work plans, meeting the Section's strategic vision, and ensuring compliance with Federal and State laws and requirements pertaining to the ROW Property Management/Excess Lands process.

This position will be involved with overseeing Quality Assurance/Quality Control on the ROW Property Management/Excess Lands process for TDOT and Local Agency projects, implementation of best practices, and mentoring and training ROW Technical Specialists in the Region. This position will also assist with the planning and implementation of the Region and statewide ROW performance metrics/plans, schedules and budgets, development of various technical reports, and assurance of continuity and consistency.

The Region ROW Senior Technical Specialist collaborates with ROW HQ, TDOT Divisions, project teams, consultants, contractors, and external stakeholders, including Local Agencies. This position contributes to statewide technical committees and ensures consistent application of processes, procedures, and best practices within the Region's Property Management/Excess Lands Team.

Essential Job Responsibilities

Serve as a field-level expert on Property Management/Excess Lands duties and functions in the Region, providing expertise in the interpretation and application of statutes, policies, processes, procedures, contract requirements, funding applications, financial reporting, project scheduling, and documentation activities. Assist in ensuring Statewide Property Management/Excess Lands deliverables are consistent, predictable, and repeatable to provide routinely high levels of achievement, mitigation of risk, and an established track record of success.

Manage the pre-acquisition, post-acquisition, demolition, and excess lands processes, including preparing and providing necessary data for cost estimates and property inventories, ensuring the security and maintenance of acquired properties, administering short-term leases, facilitating the disposition or clearance of

improvements, and coordinating with relevant departments to handle utility adjustments, excess lands, and construction-related updates.

Assist with the coordination and management of long-term leases, license agreements, access openings, and excess land sales, including performing title searches, preparing exhibits (e.g., tax maps, plans sheets, aerial maps, etc. using ArcGIS Pro), coordinating requests with Region functional disciplines, preparing and presenting recommendations to the Region Director and serving as the single point of contact for requester. Additionally, assist in coordinating with local agency requests, the Attorney General's Office on fair market value sales and leases, presenting reviewed appraisal to requesters, the FHWA on ROW use agreements, the Environmental Division on required environmental documentation, the Region attorneys in the preparation of excess land documents along with any other legal concerns, and plans revisions on sales and access openings.

Provide support to Project Teams directly responsible for delivering projects in accordance with the project's scope, schedule, and budget. Identify potential excess/surplus lands in support of construction for use as Maintenance of Traffic, field offices, and materials staging areas. Ensure Project Managers and the Construction office are notified if the demolition of acquired improvements must be added to the construction contract as a line item.

Provide 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. Ensure successful strategic partnerships with FHWA, local agencies, and key stakeholders to effectively implement TDOT's vision statewide.

Coordinate with the TDOT Technical Training Director and assist in the development and delivery of training and technical guidance that addresses acquired knowledge, risk management, technical aspects of Property Management/Excess Lands, and emerging technologies related to transportation. Assist with improving team performance, enhancing understanding of requirements, inspiring new ideas, and developing team skills. Provide mentoring to TDOT staff and consultants regarding the Property Management/Excess Lands process.

Coordinate resources and assist the Region ROW Manager, the State ROW Property Management/Excess Lands and Outdoor Advertising/Junkyard Control Manager and Project Managers in managing external partners together with the Professional Services Division. This includes developing scopes, negotiating contracts, managing contract tasks, tracking progress, performing quality assurance on deliverables, monitoring compliance, reviewing consultant invoicing, and completing consultant grading. Approve calculations and payments associated with Property Management/Excess Lands activities. Ensure contract information is continually and accurately updated in the Enterprise Resource Planning System (EDISON). Assist with the development and presentation of Utilization Rate data for workload/resource management and consultant allocation planning.

Take ownership of change, clarify the vision of TDOT ROW Division's Property Management/Excess Lands program goals and metrics, communicate effectively, remain transparent, and hold yourself accountable to develop, maintain, and enhance TDOT's ROW production and public service standards. Utilize and maintain the ROW Division's database programs and software, including inventories of acquired property, uneconomic remnants, and loss of access parcels. Ensure all Region Property Management/Excess Lands deliverables are accessible, and applicable documentation and data are collected and stored to support timely and accurate invoicing, efficient decision-making, and project close-outs.

Remain current with applicable Property Management/Excess Lands Federal Regulations, FHWA guidance, State of Tennessee laws, case law, and the TDOT ROW Manual. Assist with modifications to all applicable policies, procedures, Statutes, promulgated rules, and in the review/change/development of legislation. Stay informed on related industry trends and national best practices by participating in AASHTO, industry associations, and other appropriate committees.

Qualifications

- Bachelor's degree
- 3 years of demonstrated competency in ROW Property Management/Excess Lands or a related ROW field

OR

- Master's degree
- 2 years of demonstrated competency in ROW Property Management/Excess Lands or a related ROW field

Ideal Candidate

The Region ROW Senior Technical Specialist has a broad understanding of TDOT ROW disciplines, processes, and procedures. This role requires critical thinking to solve problems and to make informed decisions that improve the safety, performance, sustainability, and efficient delivery of TDOT's transportation system. They are proficient in engaging seamlessly with project teams, leadership, and external stakeholders. They thrive in collaborative settings where they leverage their expertise and prioritize teamwork to ensure project success. Their natural communication abilities enable them to convey technical information clearly to their team and stakeholders. With a deep understanding that the best outcomes are achieved through collective effort and effective communication, the Region ROW Senior Technical Specialist is an experienced, knowledgeable, and proficient problem solver.