

## 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.



### **Region Right-of-Way Technical Coordinator 1** Right-of-Way Division – Region Preconstruction \$61,428 annually

#### **Job Overview**

The Region Right-of-Way (ROW) Technical Coordinator 1 supports the Region ROW Manager and Region ROW staff, facilitating the completion of ROW deliverables. This position assists ROW Acquisition/Relocation Team Leads and ROW Technical Specialists with the preparation, quality assurance review and assembly of various ROW milestone event packages which include the following: first written offers, purchase agreements, relocation offers, relocation claims and closings. This position also assists Region ROW Appraisal Team Leads and ROW Appraisers with data integrity and retrieval to document the appraisal review process. This position assists all Region ROW staff with providing oversight on the ROW consultant contracting process, generating reports for monitoring workflow and performance, and reviewing and processing invoices.

The Region ROW Technical Coordinator 1 assists the Region ROW staff 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 Region ROW functions, this position plays a key role in project delivery and the overall success of the ROW Division.

#### **Essential Job Responsibilities**

Provide oversight on all Region ROW consultant service contracts 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 ROW consultant service contract information is continually and accurately updated in the Enterprise Resource Planning System (EDISON).

Assist Relocation Technical Specialists with preparation of Relocation Claim Packages, review of Replacement Housing Payment calculations, analysis of Moving Cost claim packages, and related items. Assist Acquisition Technical Specialists with preparation of first written offer packages, settlement agreement packages, title search verification, and related items. Assist with review and assembly of closing package documentation such as preparation of instruments of conveyance, preparation of partial and full releases and inclusion of appropriate language, verification of legal descriptions, title search verification, and related items.

Assist Region ROW Appraisal staff with verification and storage of appraisal review data, including cross-checks against ROW maps and construction plans for legal

descriptions, area of taking and nature of title acquired. Prepare and maintain project and tract files for Region ROW staff.

Assist with Proficiency/Training program documentation and tracking employee progress including maintaining and monitoring training schedules and generating reports on training activity and progress. Stay current on finance/procurement policies and procedures through class attendance and other available training. Assist with managing the procurement process for services and commodities for the Region ROW staff from vendor selection through final payment.

Prepare and post the annual reporting of performance measure results for Region ROW. Assist the Region ROW Manager with resolution of various process and production issues. Participate in Public Records Request research and response, and Title VI inquiry investigations. Generate special reports from the Integrated ROW Information System (IRIS) and other sources for all Region ROW Staff in support of inquiries and reporting requirements.

Generate and distribute the FHWA and Title VI annual reports. Transmit Opinion Surveys to impacted property owners, business owners, and displaced individuals, track and receive completed surveys, and prepare a report of results for ROW leadership. Assist with maintaining a library of current ROW policies, procedures, and guidelines that support consistency and compliance. Take ownership of Region ROW documentation management and records disposal.

Assist with the development and presentation of Utilization Rate data for workload/resource management and consultant allocation planning. Assist with communications within the ROW Division, other TDOT Divisions, title companies, consultants, and other external customers. Assist with contracting for title work services, move cost estimates, utility adjustments, and similar items.

Provide exceptional customer service to internal and external customers such as property owners, business owners, displaced individuals, ROW 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, Right of Way or related technical discipline.

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in transportation, real estate, Right of Way or related technical discipline.

### **Ideal Candidate**

The Region ROW Technical Coordinator 1 possesses a diverse range of abilities that support the Region ROW staff. They are detail oriented and ensure that information contained in documents and forms is complete and accurate. The Region 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 Region ROW office's success. They identify opportunities and issues and proactively act and follow through to resolve concerns and conflicts. The Region ROW Technical Coordinator 1 possesses exceptional communication skills which facilitate positive interaction with a diverse group of ROW professionals and stakeholders.