

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.



Railroad Coordination Statewide Technical Specialist

Passenger Transportation, Rail and Freight Division – Railroad Coordination Section
Nashville, TN
\$99,864 annually

Job Overview

The Railroad Coordination Statewide Technical Specialist administers railroad coordination following Federal and State law while serving as TDOT's liaison with railroad companies. This position reviews and processes estimates for projects where railroad relocation work is eligible for reimbursement, provides railroad certifications per Federal Highway Administrations (FHWA) requirements, and assists with developing Crossing and Master Agreements. The Statewide Railroad Technical Specialist is responsible for coordinating with TDOT's Office of Rail Engineering and Freight Logistics to seamlessly integrate all aspects of rail planning, rail safety, and rail coordination including railroad functions in all phases of the Project Delivery Network (PDN) in accordance with the project's scope, schedule, and budget. These projects will range in complexity and risk from simple to highly complex. The Statewide Technical Specialist role requires collaboration with multiple TDOT Divisions, project team members, consultants, and other external stakeholders.

The Railroad Coordination Statewide Technical Specialist ensures Department policies, technical guidance, procedures, software, and systems related to railroad accommodations are current and accurate for incorporation into the project delivery process. This position assists in implementing the Quality Assurance Program to reduce errors, delays, and contractor claims. This position provides statewide guidance and oversight of railroad preconstruction and construction strategies and methodologies. The Statewide Technical Specialist assists with monitoring and managing the scope, schedule, and budgets of all railroad related projects and working with the Project Management Division to make the required adjustments as necessary to ensure that the work completed is in alignment with the Department's Asset Management and strategic goals.

Essential Job Responsibilities

Support and serve on Project Teams as part of a matrix organization by serving as the Statewide Railroad Coordination subject matter expert, promptly respond to requests for support and guidance utilizing expertise to provide technical options and recommendations for consideration by the Project Manager and Project Team thus promoting the identification of solutions to support efficient project and program delivery; applying context-sensitive design strategies; implementing innovative concepts; ensuring recommendations are in alignment with Asset Management objectives and funding allocation and consistent with critical goals and intended outcomes for the scope, schedule, budget and quality in coordination with the Project

Manager; for projects handled through Alternative Delivery Contracts, assist with forecasting the cause and effect of implementing Alternative Technical Concepts related to the Request for Proposal (RFPs), project cost, and construction timing. Optimize the Project Team's ability to mitigate risk and address unanticipated challenges related to railroad infrastructure and coordination.

Integrate Quality Management into all deliverables to ensure compliance with Asset Management business objectives, guidance documents, processes, and procedures, and in alignment with the PDN with the purpose of reducing right-of-way delays, construction delays, and contractor claims. Assist Project Teams by providing reviews as part of TDOT's Quality Assurance Program.

Routinely collaborate with Asset Management, HQ Divisions, and the Regions to identify and document knowledge on industry best practices to avoid past errors and ensure TDOT project successes. Assist with modifications to applicable policies, procedures, design standards, specifications, and special provisions.

Assist in the development of a Consultant Acquisition Plan (CAP); 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. For complex projects, support Project Managers and Project Teams in the management of external partners together with the Professional Services Division, including the negotiation of contracts, review of consultant invoicing, development of contract scopes, management of contract tasks, and documentation of consultant performance and qualifications.

Remain current on national best practices, Federal regulations, Tennessee statutes, Railroad Company requirements; railroad coordination and accommodation methodologies and technologies; railroad coordination, railroad design, railroad relocation work estimates, railroad certifications, rail corridor abandonment, and other railroad initiatives relative to transportation projects; revisions to design codes, standards, specifications, and guidelines related to railroad infrastructure interaction relative to transportation projects, including trends and technologies; and assist with the development of legislation and regulations. Participate in regional/national working groups, research, committees, and training opportunities related to railroad design, coordination, and accommodation initiatives (e.g., Federal Rail Administration (FRA), Federal Highway Administration (FHWA), Transportation Research Board (TRB), National Cooperative Highway Research Program (NCHRP), American Association of State Highway and Transportation Officials (AASHTO), National Highway Institute (NHI), etc.) that may benefit/improve TDOT's staff and project/program delivery.

Provide exceptional customer service to both internal and external customers, including mentoring and technical guidance to Railroad Coordination Section staff, Project Managers, and Project Team members, while coordinating with other disciplines as part of a matrix organization, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Assist in the development and delivery of training and mentoring to TDOT staff and external stakeholders. Provide technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies. As the subject matter expert, prepares for and presents at industry conferences for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills as it relates to railroad design, coordination, accommodation, and project delivery.

Assist in ensuring pre and post construction Railroad Coordination deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement and an established track record of success.

Qualifications

- Bachelor's degree
- 8 years of demonstrated competency in transportation project delivery (e.g., survey, roadway design, CEI, construction, project management), railroad coordination, utility coordination, or utility construction and design

OR

- Master's degree
- 7 years of demonstrated competency in transportation project delivery (e.g., survey, roadway design, CEI, construction, project management), railroad coordination, utility coordination, or utility construction and design

Ideal Candidate

The Statewide Technical Specialist for Railroad Coordination is an exceptional communicator, skilled problem solver with a high level of technical expertise and a focus to complete an assignment correctly, within budget, and per schedule. They are keenly aware of the challenges associated with coordination with many stakeholders and develop relationships and techniques to professionally obtain the support and input required to efficiently deliver transportation projects. They are adept at identifying potential issues and addressing them before complications arise. They work alongside their team members to evaluate alternatives, assess risk, recommend solutions, and then make decisions that positively impact a project. They are a self-starter, proactively moving projects and the Railroad Coordination Section forward and take initiative to improve their and their team's skills with every opportunity. The Statewide Technical Specialist understands the purposes of the project, the challenges associated, and what is needed to accomplish those goals. They work proactively work to enhance relationships by collaborating with railroad companies and owners for more efficient and effective project delivery and achievement of mutually amicable solutions.

Application Instructions

Applications must be submitted online in order to be considered for the position. Please submit one application for consideration. Interested applications should apply online at:

- <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>
- Select TDOT STATEWIDE TECHNICAL SPECIALIST- 12172024 – 64044

Applications must be submitted by Monday, December 30th.