

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.



Safety and Facilities Team Lead Region Business Solutions – Safety and Facilities \$99,456 annually

Job Overview

The Safety and Facilities Team Lead will lead, mentor, and train the Safety and Facilities Team through empowerment, communication, and delegated authority. This position will develop Work Plans that align with the Business Solutions Section's strategic vision and will effectively delegate authority and responsibility when applicable while ensuring the availability of resources for the Safety and Facilities Team to be successful. This position reports to the Region's Business Solutions Manager.

This position will implement Department policies, discipline-specific technical guidance, procedures, and manuals to lead and assist the Safety and Facilities Team in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The Safety and Facilities Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring the expected outcomes, performance, and accountability of each team member. The Safety and Facilities Team Lead will research national best practices to drive innovation and efficiency within each technical unit of the Safety and Facilities Team.

Essential Job Responsibilities

Manage resources and staff utilization to allow the Safety and Facilities Team to perform their roles effectively and efficiently, optimizing the Team's ability to implement safety policies, support emergency preparedness, and maintain facility operations across the Region. Foster a collaborative environment focused on innovation, continuous learning, and accountability.

Coordinate with regional leadership, Headquarters' (HQ) divisions, and cross-functional teams to ensure effective facility operations, regulatory compliance, and workforce safety. Collaborate with HQ Occupational Health and Safety (OHS), Training, and Asset Management teams to develop safety training, align emergency preparedness protocols, and integrate quality and data-driven practices into planning, inspections, and resource management. Promote consistency with statewide standards while supporting strategic reporting and infrastructure investment decision-making.

Lead the development and implementation of regional safety procedures aligned with the Occupational Health and Safety Division (OHS), the Tennessee Occupational Health and Safety (TOSHA), and other regulatory standards. Serve as the primary contact for safety audits, inspections, incident investigations, and corrective actions, conducting root cause analyses and ensuring timely follow-up. Support complex, high-risk initiatives, coordinate risk assessments, and oversee safety documentation, compliance reporting, field audits, and pilot program evaluations. Encourage the proactive growth and development of the Department's safety culture and campaign. Assists with the development and administration of safety training for regional employees.

Oversee maintenance, repairs, and space utilization for regional offices, workshops, storage areas, and maintenance yards. Manage facilities budgets, capital improvement planning, and procurement. Administer service contracts and ensure vendor compliance with facility standards. Develop and maintain emergency response plans aligned with statewide policies, and ensure staff are trained and prepared for critical events.

Define and communicate performance goals and measures, implement an employee feedback process, and provide effective performance evaluations that foster a culture of trust. Support effective performance management as part of a strategic approach to creating and sustaining improved performance within the Safety and Facilities Team. Promote a safety culture through regular site visits, open communication, and collaboration with regional leaders to reinforce accountability, empowerment, and shared ownership of safety outcomes.

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

Lead the Safety and Facilities Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Provide oversight into developing Safety and Facilities deliverables that 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 in Business Administration, Construction Management, Engineering, Safety or a related field
- 5 years of demonstrated competency in occupational health and safety, construction, maintenance, facility maintenance, design, project management, or a related field.

OR

- Associate degree
- 7 years of demonstrated competency in occupational health and safety, construction, maintenance, facility maintenance, design, project management, or a related field.

OR

- High school diploma
- 9 years of demonstrated competency in occupational health and safety, construction, maintenance, facility maintenance, design, project management, or a related field.

Ideal Candidate

The Safety and Facilities Team Lead is a proactive, detail-oriented, and service-driven leader with a strong knowledge of workplace safety regulations, facility operations, and emergency planning to support TDOT's regional mission. They are approachable and dependable, with a talent for building productive relationships across internal teams and external partners. With a focus on accountability and continuous improvement, they lead with clarity and purpose—ensuring safe, functional, and compliant work environments for all TDOT personnel.