

## 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.



### **Assistant Maintenance Superintendent - PBMC**

Region Operations – Maintenance

\$79,750 annually

#### **Job Overview**

The Assistant Maintenance Superintendent provides maintenance related technical expertise to Region and District Maintenance and Project Teams. This position collaborates with Project Teams by identifying maintenance challenges in tandem with preconstruction activities, offering risk-based solutions and implementing innovative concepts that integrate with all disciplines. The Assistant Maintenance Superintendent will be responsible for assisting in the alignment and support of complex maintenance activities, overseeing the inspection and repair of a comprehensive array of transportation assets. This includes, but not limited to, roadway, drainage, vegetation and aesthetics, traffic services, bridges, and culverts, and coordinating the development and implementation of maintenance management programs. This position will actively participate in performance-based maintenance contract (PBMC) management within their District by providing leadership and assuming ownership of the PBMC contracts, creating a collaborative environment that leads to innovation and mitigation of risk.

The Assistant Maintenance Superintendent is part of an important link between the PBMC contractors, the Districts, the Regions and TDOT Headquarters to ensure uniformity in compliance with TDOT maintenance and operation standards. This position is responsible for ensuring uniform procedures for the administration, inspection, and reporting of the PBMC contract and supplemental agreements for the maintenance of the TDOT's interstate roadways, structures, and facilities. The Assistance Maintenance Superintendent must be knowledgeable in TDOT standards, specifications, and procedures specific to performance-based maintenance contracts and to ensure that the work completed is in alignment with the Department's Asset Management and strategic goals.

#### **Essential Job Responsibilities**

Assist with the administration of the performance-based maintenance contract through field verification of the Contractor's work. Ensure the acceptability of performance, compliance to the contract and document the maintenance activities performed by the Contractor.

Conduct field reviews and document the condition of the assets for routine Maintenance activities performed by the contractor as identified in the PBMC. Compare the results to the targets outlined in the contract, estimating payment and penalties as outlined in the documents.

Develop work documents that give direction to the contractor for itemized pay items within the contract. This includes the type of work, location of work, estimated quantities, and time to complete the activity. Monitor the delivery of these services and process the payment.

Ensure that required weekly, monthly, quarterly, and annual plans are submitted in accordance with contract compliance. Ensure certifications for materials are submitted for work activities, including guardrail and safety appurtenances, signal cabinets and lighting and other ancillary infrastructure.

Perform Quality Control and Quality Assurance on the monthly Maintenance Management System (MMS) Reports, ensuring assets are accurately updated as part of the routine and itemized work.

Model change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, be a consistent champion of TDOT culture and initiatives, and holding yourself and others accountable throughout the process.

Coordinate with multidisciplinary teams from asset management, construction, project management, and maintenance operations to secure the proper tools and data to proactively plan for, determine, and mitigate changes in conditions, value, safety, or quality of highway assets in alignment with departmental goals.

Participate on Project Teams as part of a matrix organization in assisting with developing technical guidance for maintenance of inventory, materials, supplies, and equipment for transportation programs and project vision; define critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager.

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.

Assist with the development and implementation of revisions to records, standards, and guidelines related to maintenance activities; perform the technical review and remediation of issues for maintenance components for complex projects having the highest degree of risk; assist with the review of maintenance documents.

Routinely identify and monitor for quality, consistency, and uniformity of work as directed during emergency situations such as floods, slope failures, tornadoes, the removal of ice and snow from highways and bridges, crashes, and hazardous material spills.

Assist with the development and implementation of a tracking mechanism that ensures the contractual agreements, scope, schedule, budget, and quality of all maintenance projects support the delivery of the Department's Work Program while also ensuring compliance with Federal and State maintenance design and regulations.

### **Qualifications**

- High school diploma or equivalent
- 8 years of years of relevant transportation experience including at least three (3) years of experience with guiding or leading crews on assignments and/or training employees, including effective communication through active listening, and providing verbal and written instructions.

**Relevant transportation experience should be full-time work in a combination of the following areas:**

- Completion of the Transportation Worker Competency Program levels I through III; or
- Experience with planning and organizing resources for highway construction and maintenance activities; or

- Experience with incident management and disaster recovery; or
- Experience with traffic control practices; or
- Experience with the calculation of volumes, quantities of materials, or other related transportation computations; or
- Experience with contract management; or
- Experience in highway/bridge construction or maintenance work and inspection; or
- Operation of highway construction and/or maintenance equipment and/or vehicles in excess of 26,000 lbs. Gross Vehicle Weight (GVW) with air brakes and manual transmission, including but not limited to heavy dump trucks, backhoes, loaders, rollers, graders, hydraulic excavators, truck mounted post hole augers, snowplows, paver screeds, and farming equipment (based on size and complexity)

#### **Necessary Special Qualifications**

- Possess and maintain a Class D driver's license valid to operate vehicles in the State of Tennessee.
- Possess and maintain, or obtain at their own expense and within 11 months of hire or promotion to this classification, a Class A Commercial Driver's License with an N endorsement without a Code O restriction (Code 52 restriction is allowable) that is valid in the State of Tennessee.

#### **Ideal Candidate**

The Assistant Maintenance Superintendent for the Performance Based Maintenance Contracts ensures the administration of the contract is running smoothly. They understand the day-to-day need in reviewing, inspecting, and communicating the expectations of the contract per TDOT's processes and procedures. In addition to managing the Region's maintenance needs, they work closely with the contractor to ensure customer satisfaction, and performance excellence. They are a hard worker who communicates well.