

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

Region Operations – Maintenance

\$79,750 annually

Job Overview

The Assistant Maintenance Superintendent provides expert level technical expertise to their respective Team Lead, District Maintenance leadership and Project Teams offering risk-based solutions and implementing innovative concepts that integrate with all disciplines. This position is a critical link in the administration of the TDOT Proficiency Program for its organizational unit. This position provides guidance in the scheduling and execution of all maintenance projects. The Assistant Maintenance Superintendent determines the projects and scope of work required to ensure their area of responsibility meets TDOT's level of service and performance standards and ensures that the work completed is in alignment with the Departments Asset Management and Strategic goals. This position provides input and assistance in the development of the 5-year work program.

The Assistant Maintenance Superintendent is part of an important link in its District to ensure uniformity in compliance with TDOT maintenance and operation standards, assisting supervisors in resolving technical and procedural problems to facilitate the implementation and use of new maintenance management tools, methods, and materials. This position collaborates with Project and Maintenance Teams by estimating the scope of work, estimating types and quantities of material required, ensuring equipment availability, and scheduling project work while integrating into the overall maintenance effort in that area.

Essential Job Responsibilities

Coordinate with District leadership and Team Leads, establish project scheduling plans to meet TDOT's level of service and performance requirements most efficiently for the position's area of responsibility. Assist with defining critical goals and intended outcomes for each project scope. Ensure project scheduling and scoping are in alignment with TDOT's Asset Management and Strategic goals.

Monitor and understand critical risks and level of service issues in the position's area of responsibility. Assist in the development of the 5-year Work Program to ensure alignment with TDOT's Asset Management Plan and Strategic goals.

Identify and arrange sufficient and appropriate equipment, material, supply, and staff resources required for timely and efficient completion of maintenance projects. Ensure effective project integration with other ongoing and scheduled projects.

Assist Maintenance Teams and Project Managers in the management of external partners together with the Professional Services Division, including negotiating

contracts, reviewing consultant invoicing, developing contract scopes, managing contract tasks, and completing consultant grading.

Assist in the development of Consultant Acquisition Plans (CAP) and oversight of external partners by serving on selection committees for professional engineering services as part of the Brooks Act. 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.

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.

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 maintenance training and administration of the Transportation Worker Proficiency Program. Ensure consistency and compliance with TDOT's objectives.

Assist with the development and implementation of revisions to records, standards, and guidelines related to maintenance activities. Serve as an active participant in the final inspection of construction projects; perform the technical review and remediation of issues for maintenance components for projects including complex projects having the highest degree of risk; assist with the review of maintenance documents.

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.

Coordinate creation and implementation of maintenance activities and deliverables to ensure that they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

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 Proficiency 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 Region Assistant Maintenance Superintendent assists with ensuring operations are running smoothly. They are an effective collaborator committed to working with other team members in their growth and development. They readily share their technical expertise. The Region Assistant Maintenance Superintendent is passionate about all matters related to the highest standards of quality and innovation of maintenance operations. They have a keen eye for detail and ensure uniformity in compliance with TDOT maintenance and operation standards.