

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.



Construction Technical Coordinator 1

District Operations - Construction

\$61,428 annually

Job Overview

The Construction Technical Coordinator 1 supports Divisions, technical disciplines, Project Teams, and the Region Quality Sections with project specific and program-wide construction project administration activities, data analysis, reporting, and contract compliance and fulfillment. This position collaborates with Project Teams in identifying and resolving technical challenges that arise during construction to ensure the sustainability of the Department's Work Program.

The Construction Technical Coordinator 1 position assists with ensuring Department policies, technical guidance, construction administration guidelines, and procedures are incorporated into construction inspection and project administration activities for program projects. This position uses computer software to complete required administrative duties for construction projects and develops reports, technical drawings and data analytics. This position must effectively articulate construction administration concepts and documentation through mentoring and collaborating as part of a matrix organization.

Essential Job Responsibilities

Support Project Teams in the efficient delivery of TDOT's Work Program by providing project specific administrative and technical support within a construction office. Assist in accomplishing efficient project coordination activities that provide for timely and accurate project submittals, including documentation, drawings, technical reporting, invoicing, project close out, and records compliance. Assist with field concerns, when needed.

Assist in the integration of quality management into all deliverables ensuring construction project documentation and activities comply with relevant standards and regulations. Coordinate and assist with monitoring quality control procedures and compliance-related tasks across various District Offices. Independently perform record checks and assist with the retention of records for construction projects per the TDOT records retention policy.

Assist in performing project closeouts as required by Federal and State agreements to ensure all invoices are paid timely and accurately, all unused funds are released for use on other projects, and any monies due to TDOT are captured before contract time and financial bonding guarantees are released. Assist in completing all required documentation needed for HQ to formally release the bond. Operate equipment necessary to collect, analyze, and present data.

Assist in providing administrative oversight and assist in compiling all required documentation for prompt payment to the contractor, including documenting daily activities, verifying activities are in alignment with contractual obligations, reviewing progress estimates, validating certified payrolls, and ensuring there are no material discrepancies. Analyze data and project information to ensure accuracy. Effectively use applicable software for data entry and documentation storage.

Manage project documentation, including contracts, change orders, plans revisions, project updates, daily work reports, materials and testing requirements, and technical submittals per the TDOT Records Retention Policy. Assist the Resident Engineer in identifying errors or concerns related to estimates or discrepancies in documentation. Maintain organized files and records of project activities, correspondence, and reports. Prepare, review, and process reports, correspondence, and technical documents as required. Update and maintain project databases and filing systems, including SmartWay, to ensure the accuracy and accessibility of information. Support safety and risk management practices by maintaining safety records and assisting with safety audits. Operate equipment necessary to collect, analyze, and present data. Support Region Business Solutions as part of the accountability measures needed to procure, receive, and pay for items.

Support safety and risk management practices by maintaining safety records and assisting with safety audits. Assist in ensuring that safety protocols are followed in all administrative and technical activities.

Remain current on construction trends and new processes and technologies. Collaborate with other TDOT Divisions to develop procedures and pilot these technologies in an effort to increase the operational efficiency of the project implementation. Document common errors associated with project closeout and documentation activities and collaborate with District Operations to implement effective solutions that optimize the process.

Assist in the field with construction oversight, testing, and administration activities to ensure contractor contract compliance, document work accomplished, verify safe and compliant maintenance of traffic. Prioritize and incorporate safe practices into daily activities.

Provide exceptional customer service to project stakeholders by maintaining and facilitating the sharing of construction data and acquired knowledge with Project Teams, ensuring construction data is easily accessible and organized, exercising effective listening skills, and communicating effectively.

Qualifications

- Associate's or bachelor's degree
- 3 years of demonstrated competency in construction, project management, billing and invoice payment, or related technical discipline.

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in construction, project management, billing and invoice payment, or related technical discipline.

Ideal Candidate

The Construction Technical Coordinator 1 possesses a diverse range of abilities that support construction administration activities. Their grasp of construction allows them to efficiently assist with managing large files with precision and organization. Construction Technical Coordinator 1 is a true team player. They thrive in collaborative settings, where they leverage their expertise and prioritize teamwork and cooperation to ensure project success

Their strong communication skills enable them to convey technical information clearly to both their team and stakeholders.