

## 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.



### **District Operations Construction Engineering Specialist**

District Operations - Construction

\$80,784 annually

#### **Job Overview**

The District Operations Construction Transportation Engineering Specialist 3 & 4 assists in providing troubleshooting, guidance, and support in the delivery process of construction projects within the District. This position employs Department policies, technical guidance, and procedures related to TDOT's construction and e-construction specifications, software, and websites to support the project delivery process.

The District Operations Construction Transportation Engineering Specialist 3 & 4 is responsible for collaborating with both internal and external stakeholders, including Project Teams, TDOT Divisions, Regions, and contractors to ensure contractual requirements are met on all District projects.

This position will continuously evaluate District project performance indicators to implement acquired knowledge into policies and procedures that mitigate the District's risk and increase performance as part of fulfilling TDOT's strategic vision. This position must effectively articulate the full spectrum of project development and delivery concepts through training, mentoring, and collaborating as part of a matrix organization.

#### **Essential Job Responsibilities of TDOT Transportation Engineering Specialists 3 and 4 include:**

Serve as a resource for Project Teams and District staff as part of a matrix organization by applying the Project Delivery Network (PDN) through the full lifecycle of the project delivery process. Minimize risk by identifying and mitigating potential project conflicts and issues before, during, and after construction, and meeting the timelines and budget established by the project development process.

Integrate Quality Management into all deliverables, including plans and constructability reviews, risk workshops, field reviews and project troubleshooting, change order development and negotiation, invoice management, and critical path/project scheduling changes.

Assist with the development and maintenance of specifications, policies, procedures, and manuals in support of construction resources with the purpose of reducing errors, construction delays, and contractor claims.

Assist in the tracking and enforcement of contractual requirements of external stakeholders by ensuring Disadvantaged Business Enterprise (DBE) and On-the-Job Training goals are met. Ensure the application of the Davis-Bacon Act and that certified payroll requirements are included on all District projects. Ensure appropriately trained and certified individuals are on the project site.

Assist the Team Lead and Resident Engineer with ensuring the District's work program is delivered on time and within budget.

Assist in the preparation, evaluation, and/or processing of project documents, including plans and constructability reviews, erosion control plans, change order development and negotiation, invoice management, and project close-outs.

Assist in developing and delivering training to District staff. Support and assist with the Construction Proficiency Program when needed. Assist in ensuring District staff are given the opportunity to achieve all relevant proficiencies and qualifications.

Conduct and document progress meetings, utility relocation meetings, and all other meetings pertinent to project completion on time and within budget.

Provide exceptional customer service by facilitating the sharing of acquired knowledge with Project Teams, District staff, contractors, suppliers, utilities, and other project stakeholders. Support District offices and external partners by exercising effective listening skills and communicating effectively.

**Additional Job Responsibilities for the TDOT Transportation Engineering Specialist 4 include:**

Act as the boots-on-the-ground eyes and ears for the Team Lead and Resident Engineer to streamline the delivery process of the District's work program.

Coordinate with the Construction Division and TDOT Technical Training Director and assist in the development and presentation of training that addresses the construction training program, acquired knowledge, risk management, TDOT performance metrics, governing rules and processes, reporting procedures, and emerging technologies related to delivering the District's work program for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills.

In coordination with the State Construction Engineer, assist in the development, implementation, and maintenance of all State Specifications, Special Provisions, Circular Letters, and applicable standard guidance.

Participate in the constructability reviews within their unit and as assigned for other units within the District.

**Qualifications**

*The Transportation Engineering Specialist 1 and 2 are part of the Graduate Transportation Engineer (GTE) Program.*

**Transportation Engineering Specialist 3:**

- Bachelor's Degree in Engineering, Construction Project Management, or Concrete Industry Management
- 2 years of demonstrated competency in planning, developing and/or constructing projects

**OR**

- Master's Degree in Engineering, Construction Project Management, or Concrete Industry Management

- 1 year of demonstrated competency in planning, developing and/or constructing projects

**Transportation Engineering Specialist 4:**

- Bachelor's Degree in Engineering, Construction Project Management, or Concrete Industry Management
- 3 years of demonstrated competency in planning, developing and/or constructing projects

**OR**

- Master's Degree in Engineering, Construction Project Management, or Concrete Industry Management  
2 years of demonstrated competency in planning, developing and/or constructing projects

**Necessary Special Qualifications**

Possess and maintain a Class D driver's license valid to operate vehicles in the State of Tennessee.

**Ideal Candidate**

This position is a part of the career path series at TDOT. The District Construction Engineering Specialist 3 and 4 possess exceptional problem-solving and communication skills, which enable them to effectively articulate construction data and technical concepts to stakeholders. They have an analytical mindset and great attention to detail, which helps them identify inefficiencies and opportunities for improvement that contribute to the success of construction projects. The District Construction Engineering Specialist 3 and 4 understand that the best results are achieved through collective effort and effective communication.