

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.



Maintenance Technical Coordinator 1

Region Operations – Maintenance

\$61,428 annually

Job Overview

The Maintenance Technical Coordinator 1 supports Divisions, technical disciplines, Project Teams, and District Maintenance with project-specific deliverables, project assessments, roadway material or County Maintenance inventory, data analysis and reporting, and contract compliance and fulfillment. This position collaborates with Maintenance Teams in identifying potential equipment and inventory challenges and ensuring the sustainability of the Department's infrastructure.

The Maintenance Technical Coordinator 1 position utilizes established Department policies, discipline-specific technical guidance, procedures, and manuals to assist the Maintenance Team in completing deliverables and implementing the TDOT Quality Management Process. This position must effectively implement vendor contracts in support of the County Maintenance Operations as part of a matrix organization.

Essential Job Responsibilities

Support Maintenance Teams and the efficient delivery of TDOT's maintenance program deliverables through participation in the Maintenance Quality Assessment. Assist in developing field review locations and in documenting and reporting on field inspections. Collaborate with Headquarters Maintenance to address outstanding concerns listed in the Maintenance Quality Assessment (MQA) as part of a matrix organization.

Assist with integrating Quality Management into all deliverables. Ensure all projects within the Maintenance Work Program, the MQAs, and work completed as part of vendor contracts comply with all applicable State of Tennessee statutes. Perform record checks and assist with records retention for inventory, supply, and equipment purchases per the TDOT Records Retention Policy.

Assist in the maintenance program delivery of the procurement process by purchasing and/or paying vendors or contractors for supplies, materials, services, and equipment in alignment with state purchasing guidelines.

Assist in managing supply inventories to ensure adequate stocks are available for all maintenance-assigned projects.

Support the Assistant Maintenance Superintendent with developing materials and equipment needs, scope of work, schedules, and documentation to be used for

purchase acquisitions by the Procurement Officers. Verify all required permits have been obtained. Assist with filing applicable project work permits and utility notifications.

Maintain and/or create a record-keeping system and notification tracking system for permit-required work, all applicable documentation, including work assessments, purchases, inventories, facility equipment, equipment purchases, repairs, and disposals. Maintain accurate, reliable, and relevant average unit price data to facilitate effective decision-making for the development of cost estimates and strategic planning as part of delivering the Department's Maintenance Program.

Remain current on equipment and maintenance best practices. Participate in identifying, analyzing, and reporting equipment and maintenance trends.

Assist Maintenance Teams, as directed, during emergencies such as floods, tornados, snowstorms, crashes, and hazardous spills by operating equipment to remove ice and snow from highways and bridges, posting warning signs, and assisting the public.

Provide exceptional customer service to project stakeholders by sharing data and acquired knowledge with Project Teams, ensuring cost and inventory data is easily accessible and organized, exercising listening skills, and communicating effectively. Promote positive public relations with customers. Provide accurate and timely verbal and/or written responses to the public and other Department personnel.

Qualifications

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

OR

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

Ideal Candidate

The Maintenance Technical Coordinator 1 has diverse abilities supporting program-wide estimating and bidding activities. Their grasp of maintenance functions allows them to efficiently assist with the precision and organization of inventory supplies and maintenance equipment. The Maintenance Technical Coordinator 1 is a true team player at heart. They thrive in collaborative settings, leveraging their expertise and prioritizing teamwork and cooperation to ensure project success. They have exceptional organizational skills and can meet all required deadlines cost-efficiently. Their natural communication abilities allow them to convey technical information clearly to their team and stakeholders.