

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 Foreman

District Operations – Maintenance

\$75,420 annually

Job Overview

The Maintenance Foreman will provide direct supervision of districts in the implementation of daily activities. This role will develop, lead, mentor, and train each maintenance crew member through empowerment, communication, and delegated authority. This position will use department policies, standard operating guidelines, procedures, and manuals to deliver the expected outcomes. The Maintenance Foreman will implement unit work plans and schedules that align with TDOT's strategic vision and will effectively delegate authority and responsibility, while monitoring the availability of materials, equipment, and resources to ensure sufficient quantities to fulfill assigned tasks and for the maintenance staff to be successful. The Maintenance Foreman will implement performance plans, ensuring expected outcomes, performance, and accountability of each crew member.

This position will actively direct maintenance within their unit, ensuring a high-quality product is delivered within the given scope, schedule, and budget. The Maintenance Foreman will seek to identify efficiencies within the district crew operations and assist with the development and implementation of innovative best practices as appropriate.

Essential Job Responsibilities

Establish and ensure there is a direct relationship between quality and work outcomes by implementing maintenance standards. Coordinate with the Maintenance Team Lead in assisting with quality control tasks as per the TDOT Quality Assurance Process.

Manage change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, and holding yourself and others accountable throughout the process. Lead staff to perform activities according to departmental, state, and federal laws, rules, regulations, guidelines, processes, and procedures.

Lead the districts in providing 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.

Develop performance factors that ensure maintenance staff provide deliverables that are consistent, predictable, and repeatable, providing uniformly high levels of achievement, mitigation of risk, and an established track record of success.

Support the Transportation Worker Proficiency Program by actively reviewing and approving all module documents and records, providing opportunities for employees to obtain required training hours, and scheduling exams and demonstrations. Assist and monitor the Senior Transportation Worker in the program administration and follow up with the District/Field OPS Assistant Maintenance Superintendent to ensure employees are progressing to expectations within the program.

Ensure proper administration, operation, and operator level maintenance of vehicle(s), such as dump trucks, trailers, pickups, loaders, tractor(s) with mower(s), sweepers, rollers, forklift, skid steer, excavators, and other necessary equipment common in the work unit as required.

Schedule and monitor maintenance and facility operations to ensure maintenance activities align with strategic work plans. Ensure uniformity of maintenance and contract operations, methods, and procedures through field inspections. Make decisions considering cost, resource allocation, project prioritization and department policy. Estimate general material, labor, and/or equipment requirements for routine operations and inspect and monitor work being performed. Complete daily work report(s) to document labor, equipment, and materials for historical tracking, audit purposes, and documentation of costs according to departmental guidelines.

Ensure materials, supplies and equipment rental purchases comply with TDOT procurement processes and requirements. Communicate, report, and supply the appropriate documentation to support expenditures.

Lead staff to operate a safety-focused work environment centered on hazard recognition, risk assessment and mitigating safety issues with scrutiny of process and technology selection. Oversee the use of TDOT Policy 305-01 with Table A (PPE Guide), TDOT OHS Policies, and the Manual of Uniform Traffic Control Devices to establish maintenance work zones. Ensure employees attend Work Zone Safety Training, Traffic Incident Management Training, and Flagging Training and recertification as required.

Coordinate, respond, and document information appropriately during roadside, work site, and other emergencies as required. Communicate with supervisors, peers, and subordinates about the purpose of lane closures, severity of incidents, status of emergency response, and other incident information as required.

Qualifications

- High school diploma or equivalent
- 5 years of demonstrated competency in roadway or highway maintenance, construction or related field

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 District Maintenance Foreman plays a pivotal role in leading the districts to ensure effective and efficient maintenance operations. They take a proactive approach of leading by example, sharing their knowledge and experience to ensure their team remains well-equipped to handle complex daily tasks and adapts to emerging challenges. The District Maintenance Foreman understands the importance of training, empowering, and nurturing staff to provide professional growth. They coordinate effectively with the District Maintenance Team Lead and management to streamline communication and ensure a unified approach to maintenance tasks. The District

Maintenance Foreman has a strong work ethic and the ability to lead, prioritize, and manage maintenance needs. The District Maintenance Foreman ensures their facility operates seamlessly and delivers high-quality work.