

## 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 Maintenance Transportation Engineering Specialist 3 & 4**

District Operations – Maintenance

\$80,784 - \$88,860 annually

#### **Job Overview**

The District Operations Maintenance Transportation Engineering Specialist 3 & 4 assist in providing guidance and support services for operations and maintenance activities in the Region. This position employs Department policies, technical guidance, and procedures related to TDOT's operations and maintenance guidelines, specifications, software, and websites to support the operations and maintenance activities.

The District Operations Maintenance Transportation Engineering Specialist 3 & 4 are responsible for collaborating with both internal and external stakeholders, including Project Teams, TDOT Divisions, Regions, and contractors, to ensure contractual requirements are met. This position will assist in providing technical assistance regarding constructability related to maintenance, maintenance, services, and support to ensure that all TDOT resources are utilized effectively to deliver the greatest benefit to the State of Tennessee.

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

#### **Essential Job Responsibilities of the Transportation Engineering Specialist 3 and 4 include:**

Assist in establishing and ensuring that there is a direct relationship between quality and work outcomes in coordination with project quality team leads, as part of working in a matrix organization and conforming to the TDOT Quality Assurance Process; this includes developing and implementing standards for Region Maintenance and Operations and assisting with quality control tasks with respect to the design of and Maintenance Operations.

Integrate Quality Management into all deliverables, including policies, procedures, and manuals in support of maintenance resources; analyze data by monitoring trends that could require updates to the Maintenance Division procedures with the purpose of reducing errors, and ensuring Maintenance Operations deliverables are consistent, predictable, and repeatable to provide for consistently high levels of achievement, mitigation of risk, and an established track record of success.

Assist in the development of a Consultant Acquisition Plan (CAP) and assist in the oversight of consultants by serving on selection committees for professional engineering services as part of the Brooks Act, including assisting with Request For Proposal (RFP) development, attending project-specific marketing meetings, assisting with determining scoring criteria, assisting with project information sessions, when applicable, serving as a scorer as part of the consultant acquisition process, negotiating contracts, attending de-briefs for consultants where usable feedback must be provided, and monitoring contract compliance.

Assist Project Teams as part of a matrix organization in developing the project vision for those projects having the highest complexity; define critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager related to Maintenance Operations; support Project Management staff by writing the Maintenance Operations Scope of Work in collaboration with TDOT Environment, TDOT Maintenance, and TDOT Construction; applying context-sensitive design strategies; effectively coordinating with other units within TDOT to mitigate constructability and maintenance concerns as part of the Functional Design Plans development per the Project Delivery Network (PDN); proactively assess risk factors; and, for Project Teams associated with Alternative Delivery Contracts, forecast the cause and effect of implementing Alternative Technical Concepts related to the Request for Proposal (RFPs), project cost, and construction timing.

Assist in leading the District Maintenance Operations Teams in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Support the coordination of maintenance training incorporated in the respective Transportation Worker Proficiency.

Assist with coordination of emergency responses such as crashes, rockslides, flooding, including related traffic control and communications.

Assist in the development of work programs, ensuring MQA is being done consistently and ensuring the soundness and accuracy of data used to support Asset Management.

Assist in the development of scoping documents to request services for work outside of normal contracts. Ensure that all Delegated Purchase Authority contracts are utilized properly and when needed. Aid in Strike Force operations.

Assist with the Transportation Worker Proficiency Program and support the District Program Coordinators and the Statewide Program Coordinator in the administration of the program.

**Additional Job Duties of the Transportation Engineering Specialist 4 include:**

Coordinate with the TDOT Technical Training Director and assist in the development and presentation of training that addresses the Transportation Worker Proficiency Program, , acquired knowledge, risk management, TDOT performance metrics, governing rules and processes, reporting procedures, and emerging technologies related to transportation for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills.

Coordinate with the State Operations Maintenance Engineer, assisting in the development, implementation, and maintenance of all State Specifications, Special Provisions, Circular Letters, and applicable standard guidance.

Support the administration of Performance Based Maintenance Contracts and coordination of maintenance activities during emergency operations. Assist and coordinate with the District Regional Engineer to help develop, update, and administer the resurfacing program.

### **Qualifications**

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

### **Transportation Engineering Specialist 3:**

- Bachelor's Degree
- 2 years of demonstrated competency in planning, developing and/or constructing projects

### **OR**

- Master's Degree
- 1 year of demonstrated competency in planning, developing and/or constructing projects

### **Transportation Engineering Specialist 4:**

- Bachelor's Degree
- 3 years of demonstrated competency in planning, developing and/or constructing projects

### **OR**

- Master's Degree
- 2 years of demonstrated competency in planning, developing and/or constructing projects

### **Ideal Candidate**

The District Operations Maintenance Transportation Engineering Specialist 3 and 4 possess exceptional problem-solving and communication skills, which enable them to articulate construction data and technical concepts effectively 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 maintenance and maintenance projects. The District Operations Maintenance Transportation Engineering Specialist 3 and 4 understand that the best results are achieved through collective effort and effective communication.