

## 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.



### **Region Geodetics Manager** Region Preconstruction – Geodetics Section \$124,800 annually

#### **Job Overview**

The Region Geodetics Manager will lead, mentor, and train the Region Geodetics Team through empowerment, communication, and delegated authority. This position will develop work plans that align with the Region Geodetics Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the Region Geodetics Team to be successful.

This position will assist in the development and maintenance of Geodetics policies, discipline-specific technical guidance, procedures, design standards, specifications, and manuals and assist the Region Geodetics Section in managing deliverables through coordination with the Geodetic Foreman and assist in implementing the Geodetics Quality Assurance Plan that focuses on ensuring quality, minimizing variability, and providing flexibility on a risk-based scale to maximize efficiency as part of the Department's Work Program. The Region Geodetics Manager will supervise technical staff and will develop performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Region Geodetics Manager will research national best practices to drive innovation and efficiency within each technical unit as part of the Region Geodetics Section.

#### **Essential Job Responsibilities**

Manage resources and staff utilization and assist Project Managers in the management of external partners together with the Professional Services Division, including the negotiation of contracts, review of consultant invoicing, development of contract scopes, management of contract tasks, and documentation of consultant performance and qualifications.

Establish and ensure that there is a direct relationship between quality and work outcomes by assisting in the development and implementation of standards for the Region Geodetics Section in collaboration with the Statewide Geodetics Manager and the Quality Team Lead in assisting with quality control tasks as per the TDOT Quality Assurance Process with respect to geodetics deliverables, including those deliverables being accomplished by consultants.

Assist in the development of a Consultant Acquisition Plan (CAP) by providing strategic leadership for the utilization of consultants supporting TDOT's program and project delivery. Oversee consultant activities to ensure quality products and services are provided. Serve on selection committees for professional engineering and non-engineering services. Provide support in the development of the Request for Proposal

(RFP) by attending project-specific marketing meetings, determining scoring criteria, participating in project information sessions, serving as a scorer as part of the consultant acquisition process, and attending de-briefs with consultants, including those projects for which Alternative Delivery methods are applied.

Manage change, clarify the vision, taking ownership of the change, communicate effectively, remaining transparent, and holding yourself and others accountable throughout the process.

Assist Project Teams as part of a matrix organization, in developing the project vision for those projects having the highest complexity; define survey-related critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager; support Project Management staff by assisting in writing the Geodetics Scope of Work in collaboration with Roadway, Environment, Maintenance, and Construction; provide oversight to Project Teams using a design consultant to address survey needs; assist project teams in the implementation of emerging geodetics technologies and equipment, coordinate and optimize aerial survey efforts, oversee the management of geodetic data obtained for each project; assist Project Management staff by coordinating applicable concerns with TDOT Legal staff; and ensure workflows provide for accuracy and efficiency in delivering projects as part of the Department's Work Program.

Lead the Region Geodetics Section 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.

Remain current on national geodetics best practices related to transportation; assist with the development of legislation and regulations that seek to increase safety, inspire innovation, and improve mobility for TDOT employees, contractors, and the traveling public; and assist in integrating geodetic considerations and statutory and regulatory requirements into TDOT guidance documents, processes, and procedures for transportation projects. Coordinate with Unmanned Aircraft Systems (UAS) Program Monitor for the use of UAS within Geodetics and ensure the Geodetics team follows established TDOT policies and procedures for UAS.

Assist in the development and implementation of the Division's tracking mechanism that ensures the scope, schedule, budget, and quality of all geodetics deliverables support the delivery of the Department's Work Program while also ensuring compliance with Federal and State legislation; and ensure all workflow items are addressed as per the PDN and within the time constraints laid out by the project's schedule and maintain a single-point data system to provide TDOT staff with geodetics data for the Region.

Assist in ensuring the Geodetics deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

### **Qualifications**

- Bachelor's degree in Civil Engineering
- 8 years of demonstrated competency in land or aerial surveying, preferably in a transportation engineering field, that includes 2 years of demonstrated competency in supervision
- Licensed PE
- Registered Professional Land Surveyor (RLS) preferred

### **Ideal Candidate**

The Region Geodetics Manager is the Region's "measurement expert" on geospatial and cadastral surveys. They flourish in the role by applying not only their analytical and detail-oriented skill set but also their leadership, teaching, and mentoring skill set. They coach and lead their team, providing an open environment for expressing ideas and concerns. The Region Geodetics Manager provides customer and employee satisfaction while delivering performance excellence. They are an exceptional communicator that collaborates with all levels throughout TDOT, survey crews, and stakeholders to ensure high-quality results. They passionately advocate for geodetics and the professionals that collect and manage the Department's geospatial data.