

## 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.



### **Utilities Senior Technical Specialist** Region Preconstruction – Utilities Section \$75,204 annually

#### **Job Overview**

The Utilities Senior Technical Specialist located in the Region will work both independently and in a team setting, providing support and expertise to the Region Utilities Team. This position will assist the Region Utilities Manager with implementing statewide work plans, meeting the Team's strategic vision, and ensuring compliance with Federal and State laws and requirements pertaining to encroachment permits, utility coordination, utility deconfliction, utility reimbursements, and associated agreements. This position will be involved with overseeing Quality Assurance/Quality Control on related work products, implementation of best practices, and assisting with mentoring and training the Region Utilities Team and Project Team members. This position will also assist the Region Utilities Manager with the planning and implementation of the Region Utilities Team performance metrics/plans, schedules and budgets, utility coordination, assurance of continuity and consistency, and assist the Permit Unit with the review, coordination, and approval of complex encroachment permit applications.

The Region Utilities Senior Technical Specialist role requires collaboration with utility owners, utility owner consultants, contractors, TDOT consultants, the Engineering Division, other TDOT Divisions, Project Teams, other state agencies, and the general public. This position must effectively articulate technical concepts through training, mentoring, and collaborating as part of a matrix organization. The Region Utilities Senior Technical Specialist will assist with ensuring all Region Utilities Team deliverables are readily accessible, and applicable documentation and data are collected and stored to assist with timely and accurate invoicing, efficient decision-making, and project close-outs. This position requires critical thinking to problem solve and make well-informed decisions that increase the safety, performance, sustainability, and efficient delivery of the Department's transportation system.

#### **Essential Job Responsibilities**

Coordinate resources and assist the Region Utilities Manager and Team Lead in managing workloads, organizing files and data, and overseeing the use and management of external partners in collaboration with the Professional Services Division. This includes developing scopes, negotiating contracts, reviewing consultant and construction invoices, managing contract tasks, monitoring compliance, and completing consultant grading.

Assist in coordinating with the TDOT Technical Training Director and assist in the development and delivery of training pertaining to encroachment permits, utility

coordination, utility deconfliction, and associated agreements and technical guidance that addresses acquired knowledge, risk management, technical design elements, associated database/programs/software, 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. Assist with Local Agency Program coordination including compliance audits, project reviews, training, and problem solving.

Assist in the development of a consultant acquisition plan and assist in the oversight of external partners by serving on selection committees for Professional Engineering services as part of the Brooks Act, including assisting with Request for Proposals (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, and attending de-briefs for consultants where usable feedback must be provided.

Take ownership of change, clarify the vision of Region Utilities Team's Program goals and metrics, communicate effectively, remain transparent, and hold yourself accountable to develop, maintain, and enhance Region Utilities production and public service standards.

Participate on Project Teams as part of a matrix organization and proactively coordinate and identify potential conflicts between pending/approved encroachment permits and all projects currently being developed by TDOT within the Region. Assist the Region Utilities Team in reviewing project details, identifying potential utility conflicts, noting utilities needing relocation, estimating costs, and uploading related information into the Integrated Right-of-Way Information System (IRIS).

Serve as the Region Utilities Team liaison with the Permit Unit and facilitate coordination with TDOT Divisions, the Region, utility companies, and the review of encroachment permit applications to ensure statewide consistency and compliance with Federal and State regulations, policy, process, and procedures. Assist the Permit Unit in construction invoice processing and tracking for complex invoices and tracking utility reimbursements.

Coordinate with Project Teams, Region Utilities, the Agreements and Encroachment Section, and utility companies in the development and execution of utility agreements, ensure compliance with Department policies, Chapter 86 eligibility/requirements, rules and regulations for accommodating utilities (Chapter 1680-6-1), utility relocation cost estimating, invoicing, purchasing, scheduling policies, processes, and procedures are incorporated into the development of utility agreements and projects. Ensure that utility agreements are continually and accurately updated in the electronic and paper file systems and into IRIS.

Provide 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. Ensure successful strategic partnerships with FHWA, local agencies, and utility companies to effectively implement TDOT's vision statewide.

Assist in ensuring Region Utilities Team deliverables are accomplished in alignment with TDOT's Quality Management procedures to produce consistently high levels of quality and achievement, mitigate risk to the Department, and establish a track record of success. Integrate all deliverables into the Region Utilities Team tracking mechanism to provide for project continuity and efficient workflows for internal project stakeholders.

Remain current with applicable Federal Regulations, FHWA guidance, State of Tennessee laws, TDOT Utilities Manual, TDOT design standards, and applicable TDOT policies, processes, and procedures. Assist with modifications to all applicable policies, procedures, design standards, standard drawings, specifications, and special provisions. Stay informed on utility related industry trends and national best practices by participating in AASHTO, industry associations, and other appropriate committees.

### **Qualifications**

- Bachelor's degree
- 3 years of demonstrated competency in transportation project delivery (e.g., survey, roadway design, CEI, construction, project management), utility coordination, utility construction and design construction, or related technical discipline

### **OR**

- Master's degree
- 2 years of demonstrated competency in transportation project delivery (e.g., survey, roadway design, CEI, construction, project management), utility coordination, utility construction and design construction, or related technical discipline

### **Ideal Candidate**

The Region Utilities Senior Technical Specialist brings a remarkable blend of technical expertise and knowledge to the team. They are exceptional project team members excelling at collaboration and communication, and are proficient at seamlessly engaging with utility owners, utility owner consultants, contractors, TDOT consultants, other TDOT Divisions, Project Teams, and the general public. They take a meticulous approach with each project, ensuring that every aspect of utility related work meets the highest quality and complies with Federal and State regulations. The Region Utilities Senior Technical Specialist brings experience, knowledge, and is a proficient problem solver. The ideal candidate has proved capable of overcoming obstacles with innovative solutions, which is a skill always required when handling the utility coordination. They understand that the best outcomes are achieved through collective effort and effective communication.