

## 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.



### **Technical Coordinator 1** Region Preconstruction – Utilities \$61,428 annually

#### **Job Overview**

The Region Utility Technical Coordinator 1 supports Divisions, technical disciplines, Project Teams, and the Region Quality Sections with project-specific and program-wide placement of utility infrastructure within TDOT's right-of-way (ROW), assists in regulating the relocation of conflicting utility infrastructure for TDOT's Work Program, and assists the Permit Unit and other TDOT Divisions with the review, coordination, and approval of complex utility encroachment permit applications. The Region Utility Technical Coordinator 1 collaborates with project teams to identify conflicts with TDOT construction plans and projects, assists in coordination with utility owners to facilitate the deconfliction process, ensures utility infrastructure is accounted for and relocated according to project needs, coordinates with the Agreements and Encroachment Section to execute agreements, obtain deposits and processes utility reimbursements when applicable. Ensures the sustainability of the Department's Work Program.

The Region Utility Technical Coordinator 1 position ensures compliance with Department policies, Chapter 86 eligibility/requirements, rules and regulations for accommodating utilities (Chapter 1680-6-1), utility relocation cost estimating, invoicing and purchasing policies and procedures, and scheduling processes and procedures are incorporated into the development of utility relocation agreements and projects. This position must have the ability to effectively articulate utility relocation related technical concepts and requirements as a part of a matrix organization.

#### **Essential Job Responsibilities**

Support Project Teams with the efficient delivery of TDOT's Work Program by assisting in issuing Early Notification Letter to Utilities Companies, develop and maintain a log of utility company responses, assist in preparing for and holding kick-off meetings with utility companies, assist in distributing Utility Coordination Plans, assist in processing A-Date Package responses, assist with the review and distribution of Utility Relocation Plans (a.k.a. Rainbow Plans) and developing the utility impact/conflict matrix, and roll plots, assist in preparing for, scheduling and holding utility deconfliction coordination meetings, coordinating with the Agreements and Encroachment Section for the development of utility agreements, assist with processing of utility company consultant requests, assist with the review and processing of B-Date Package responses, assist with issuance of authorization for utilities to commence work (as applicable), assist in the development of U-Sheets, support and assist in coordination for developing Utility certifications, as applicable, ensure project files are upload to FileNet, issuance of final notices for project

closeouts, paper and electronic maintenance, and entering accurate, timely, and consistent data into the Integrated Right-of-Way Information System (IRIS).

Integrate Quality Management into all utility coordination, utility conflict matrices, utility cost estimates, deconfliction deliverables, U-Sheets, and various design plan sets as outlined in the PDN to ensure accuracy and completeness, and in compliance with state and federal regulations. Independently perform record checks and assist the Region Utilities Team in the retention of records and file maintenance per the TDOT records retention policy.

Assist in supporting the Permit Unit with processing, reviewing, and resolving complex encroachment permit applications, assisting in maintaining checklists for utility encroachment permit application requirements, assisting in updating associated policy, processes, and guidance, and assisting in ensuring encroachment permits are continually and accurately updated in the IRIS.

Assist with the coordination of consultants providing utility coordination and deconfliction for TDOT projects. Track work order progress, manage deliverable submissions, ensure compliance with contract terms, and process utility construction invoice payments accurately and promptly in EDISON. Assists in the management of the invoicing process for construction invoices for utility reimbursements. Coordinates the processing of utility invoices with the Department of Finance and Administration and the EDISON staff.

Support and assist in the pavement program coordination, including utility contacts, reviewing resurfacing, bridge repairs, curb ramp projects, and assisting with lane closure and traffic control plans. Assist in the distribution, receiving, updating and maintaining contact lists, and recording of responses in IRIS. Elevate any conflicts on these projects to the engineers for resolution.

Assist with maintaining a library of current utility related policies, procedures, and guidelines that support statewide process consistency and compliance. Assist the Agreements and Encroachments Section with ensuring required documentation management and records disposal.

Assist with Proficiency/Training program documentation and tracking employee progress including maintaining and monitoring training schedules and generating reports on training activity and progress. Assist with preparing and posting annual statewide performance measures for the Agreements and Encroachments Section. Assist with GIS data interpretation and summarization for use by leadership and staff.

Provide exceptional customer service to internal and external customers such as utility owners, utility owner consultants, TDOT consultants, the Engineering Division, other TDOT Divisions, Project Teams, and the general public in the execution of the position's responsibilities while exercising effective listening skills and communicating effectively. Additionally, collaborate and provide assistance with Local Agency Program utility coordination to help streamline utility adjustments and relocations, ensuring that local agencies adhere to the same standards.

Remain current with applicable design standards, State of Tennessee laws, and Federal regulations applicable to the development and maintenance of TDOT's utility agreements, policies, and procedures. Assist with modifications to all applicable policies, procedures, design standards, standard drawings, specifications, and special provisions. Stay informed on utility coordination-related industry trends and national best practices by participating in AASHTO, industry associations, and other appropriate committees.

### **Qualifications**

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

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in transportation project delivery (e.g., survey, roadway design, CEI, construction), utility coordination, utility construction and design construction, or related technical discipline

**Ideal Candidate**

The Region Utility Technical Coordinator 1 possesses a diverse range of abilities that supports the Preconstruction Section, other Divisions, and Project Teams. They are detail oriented and work to ensure all aspects of utilities are coordinated across applicable disciplines to ensure integration and collaboration in the project development process and assist in supporting and processing encroachment permitting applications efficiently. The Region Utility Technical Coordinator 1 plans and organizes work activities efficiently and can successfully manage several tasks at once. They thrive in collaborative settings, where they leverage their expertise and value cooperation and teamwork to ensure the Preconstruction Section's success. They identify opportunities and issues and proactively take action and follow through to resolve concerns and conflicts.