



TDOT Project Manager

SUMMARY

A TDOT Project Manager is the single point of responsibility for managing the scope, schedule, budget, quality, risks, and delivery of projects for TDOT. They have the authority and accountability to manage federal and state requirements and are expected to facilitate collaboration and lead coordination of multidisciplinary teams consisting of designers, contractors, owner's representatives, and managers across the Department through a matrix management structure.

The TDOT Project Manager is an entry-level project management position that will be directly responsible for delivering projects, including alternative delivery, from concept to completion with a low to moderate degree of risk to the Department and implementing national best practices. This position has a pivotal role in implementing the project in accordance with the desired project scope, schedule, and budget.

The TDOT Project Manager leads Project Teams from involvement to empowerment, increasing each team member's ownership and responsibility. This position must work in a team setting, facilitate multidisciplinary input from internal and external project stakeholders efficiently and accurately, implement acquired knowledge, and effectively collaborate with the Project Team to solve problems and make well-informed decisions.

RESPONSIBILITIES

1. Lead multidisciplinary Project Teams as part of a matrix organization for those projects having a low to moderate degree of risk to the Department and implement the project vision in accordance with the scope, schedule, and budget to meet the department's strategic objectives. Lead Project Teams to develop and implement innovative processes and design elements that will improve the efficiency of TDOT's systems and programs.
2. Assist in the development of Consultant Acquisition Plans (CAP). Together with the Professional Services Division, develop procurement documents, serve on selection committees, attend project-specific marketing meetings, determine scoring criteria, and lead project information sessions and de-briefs. Ensure consistency with state and federal regulations, and promote efficiency, economy, fairness, and open competition in acquiring and managing professional services.
3. Manage resources and external partners, together with the Professional Services Division and Project Teams, by developing contract scopes, negotiating contracts, managing contract tasks and compliance, reviewing consultant invoicing, and completing consultant grading.
4. Develop, monitor, and maintain project schedules and budgets to ensure the development process and deliverables meet or exceed standards. Proactively lead internal and external



Project Team members to achieve project milestones using project management tools and software that determine project priorities and critical paths.

5. Effectively coordinate with other disciplines within TDOT to mitigate constructability and maintenance concerns and proactively address risk factors. Manage change by effectively communicating and maintaining complete and accurate documentation to document project decisions and efficiently resolve questions as projects progress.
6. Partner with other functional areas to understand multidisciplinary project goals, prioritization, and opportunities for innovation. Identify potential trade-offs and best practices and coordinate with other technical disciplines to reduce, eliminate, or lessen impacts.
7. Implement TDOT's Quality Assurance Process to ensure a direct relationship between quality and work outcomes. Coordinate quality control and quality assurance tasks with the Project Team members and the Quality Team to ensure compliance with standards and project requirements. Perform tasks in alignment with roles and responsibilities for the Project Manager as listed in the Project Delivery Network (PDN) to maintain the project scope in alignment with the goals of asset management and approved project commitments.

QUALIFICATIONS (Education must be from an accredited institution)

Education and Experience: Bachelors Degree in related functional area as outlined in the position description and 5 years of demonstrated competency in related fields and required licenses or certifications as denoted in the position description

OR

Education and Experience: Bachelors degree in related functional area as outlined in the position description and 9 years of demonstrated competency in related fields with 4 years substituting for required licenses or certifications as denoted in the position

OR

Education and Experience: Associate degree in related functional area as outlined in the position description and 11 Years of demonstrated competency in related fields with 6 years substituting for required licenses or certifications as denoted in the position description



Knowledge, Skills, Abilities, and Competencies (KSACs):

Competencies:

1. Action Oriented
2. Plans and Aligns
3. Collaborates
4. Communicates Effectively
5. Situational Adaptability

Knowledges:

1. Communications and Media
2. Design
3. Transportation

Skills:

1. Active Learning and Listening
2. Monitoring
3. Speaking
4. Writing
5. Time Management

Abilities:

1. Deductive Reasoning
2. Problem Sensitivity
3. Written Comprehension
4. Speech Clarity

Tools & Equipment:

1. Personal Computer
2. Mobile Phone
3. Printer
4. Vehicles
5. Navigational GPS
6. Camera