



TDOT Statewide Project Manager

AGENCY OVERVIEW AND PROGRAM FOCUS

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.

A project manager is the single point of responsibility for managing the scope, schedule, budget, quality, risks, and delivery of those programs. They have the authority and accountability to manage federal and state requirements and are expected to facilitate collaboration and lead coordination of multidisciplinary teams across the Department through a matrix management structure.

SUMMARY

The TDOT Statewide Project Manager will be directly responsible for delivering a statewide transportation program, for which a large degree of risk exists, from concept to completion ensuring the program meets the desired scope, schedule, and budget. This position has a pivotal role in developing, budgeting, and implementing the program to achieve established departmental goals. The TDOT Statewide Project Manager should move the project managers from involvement to empowerment, increasing ownership and responsibility of the project teams. The TDOT Statewide Project Manager role requires communication and coordination with project managers, regions, discipline leads, the asset management division, and leadership. This position must work in a team setting where collaboration is key, processing large volumes of information quickly and accurately, and using critical thinking and engineering judgement to problem solve and make well informed decisions independently.

RESPONSIBILITIES

1. Serve as the leading force in driving delivery and innovation, encouraging project teams to develop and implement innovative processes and design elements that will improve the efficiency and safety of TDOT's system and program
2. Implement the statewide program vision in accordance with the scope, schedule, and budget to fulfill the department's Work Program
3. Develop, monitor, and maintain statewide program schedules and budgets to ensure the development process and deliverables meet or exceed standards



4. Consistent with state and federal regulations, promote efficiency, economy, fairness, and open competition in acquiring and managing professional services
5. Ensure statewide program continuity by leading efforts with partners across all disciplines
6. Manage change by maintaining complete and accurate documentation to provide efficiency in resolving questions as the program progresses
7. Lead internal and external program team members proactively to achieve project milestones using project management tools and software that determine program priorities and critical path
8. Lead multidisciplinary meetings proactively to ensure statewide program delivery expectations are met
9. Implement acquired knowledge to reduce cost overruns and ensure statewide program stability
10. Facilitate multidisciplinary teams to ensure TDOT quality control and assurance standards are met
11. Ensure information on the project dashboard is both current and accurate, allowing for well-informed decision making by TDOT staff
12. Manage external partners, including the development of a consultant acquisition plan, negotiation of contracts, review of consultant invoicing, development of contract scopes, management of contract tasks, and completion of consultant grading for the delivery of complex, high-risk statewide programs
13. Partner with asset management team to develop and understand statewide program goals, program industry standards, and opportunities for innovation within the program
14. Coordinate with technical disciplines proactively where discipline process/procedures, lack of discipline integration, or staffing levels/responsiveness are hindering efficient and effective project and program delivery
15. Understand and work with disciplines on criteria and key components within the Project Delivery Network, ensuring the project team understands the multidisciplinary relationships
16. Ensure performance metrics are met

QUALIFICATIONS (Education must be from an accredited institution)

Education and Experience: Bachelor's Degree in related functional area as outlined in the position description and 6 years of demonstrated competency in related fields and required licenses or certifications as denoted in the position description and 6 years of demonstrated competency in effectively managing transportation projects

OR

Education and Experience: Bachelor's degree in related functional area as outlined in the position description and 10 years of demonstrated competency in related fields with 4 years substituting for



required licenses or certifications as denoted in the position description and 6 years of demonstrated competency in effectively managing transportation projects

OR

Education and Experience: Associate degree in related functional area as outlined in the position description and 12 years of demonstrated competency in related fields with 6 years substituting for required licenses or certifications as denoted in the position description and 6 years of demonstrated competency in effectively managing transportation projects

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

- Knowledge of transportation project estimating and budgeting
- Knowledge of civil engineering, roadway design, construction administration, project funding, and program management, and possess an extensive understanding of transportation projects
- Knowledge of scheduling and managing programs
- Knowledge of the multiple project delivery methods, including design/bid/build and alternative delivery
- Knowledge of state and federal regulations/requirements for development and construction of projects and programs
- Knowledge of engineering principles within a specific discipline and how they relate to transportation projects
- Skilled in using critical thinking to problem solve and make well informed decisions independently
- Skilled in the use of Microsoft Office Suite, including Microsoft Project
- Skilled in time management, including facilitating effective and efficient meetings
- Skilled in advanced technical writing
- Ability to identify and mitigate risk associated with transportation projects
- Ability to resolve conflicts, coach and motivate others, build high-performing teams, and create a culture of accountability, collaboration, and accomplishment
- Ability to communicate effectively, with excellent verbal/written and public speaking skills; interacting with others in a professional and courteous manner, including internal/external stakeholders, consultants, landowners, and governmental agencies
- Ability to manage a budget and provide financial information
- Ability to utilize a prioritization process for project selection within a program
- Ability to prioritize work items and manage time to ensure project deadlines are met
- Ability to learn technical concepts and apply those concepts to work

