



## **TDOT Team Lead**

### **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.

TDOT leadership is responsible for developing the vision, strategic direction, policy, and tactical application of department objectives. Responsibilities include planning, developing, operating, staffing, and budgeting the department's transportation program for all modes. This classification is charged with the recruitment, retention, supervision, development, and mentoring of staff across the department to ensure that each individual understands their role in the implementation and execution of the department objectives. Responsibilities include developing and growing relationships with industry partners to enhance economic opportunity and innovation.

### **SUMMARY**

The TDOT Team Lead will supervise professional and technical staff and supervisors. This role will apply and lead the unit implementation plan. This position will develop, mentor, and train each team through empowerment, communication, and delegated authority. This position will use the department policies, discipline specific technical guidance, procedures, and manuals to deliver the expected outcomes. The TDOT Team Lead will pilot national best practices within their team and report and recommend ideas that drive innovation and efficiency. This role will develop work plans that are in alignment with the unit's implementation plans. The Team Lead will manage unit work plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member.

### **RESPONSIBILITIES**

1. Manage resources to allow the team to perform their roles effectively and efficiently, optimizing the team's ability to successfully address unanticipated challenges
2. Implement the unit work plans in alignment with the department's strategic vision
3. Develop, monitor, and maintain schedules and budgets
4. Mentor staff in the areas of leadership, professional conduct, emotional intelligence, and teamwork
5. Manage change by serving as the bridge between executive direction and the envisioned change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, and holding yourself and others accountable throughout the process



6. Minimize potential impacts to the project scope, schedule, and budget by proactively assessing risk factors on assigned projects
7. Enforce safe work practices and procedures, encouraging team members to identify unsafe or unhealthful workplace conditions or hazards without fear of retribution
8. Provide direct supervision to staff. Serve as an advocate to inspire and empower the team to challenge conventional processes, and to research, pilot, and implement innovative concepts that drive efficiency and improve sustainability of department resources, while concurrently navigating daily issues regarding work responsibilities, colleague, and customer relations
9. Implement TDOT's procedure related to disciplinary actions, including prompt acknowledgement of a concern, coordination with executive staff, and maintenance of required documentation
10. Build a culture of continuous learning, enacting a succession planning process that recruits staff, develops leaders both functionally and culturally, and ensures continuity of critical roles and employee retention
11. Lead the team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, and communicating effectively
12. Create a culture of accomplishment by communicating expectations, assisting employees in establishing measurable goals, providing timely feedback, and training, ensuring the necessary tools are available for the employee to achieve their goals and formally and informally celebrating the achievement of goals with the employee
13. Build a culture of continuous learning through the development of employees both functionally and culturally to ensure continuity of critical roles and employee retention

**QUALIFICATIONS** (Education must be from an accredited institution.)

Education and Experience: Bachelor's degree in related field and 5 years of demonstrated competency in related field

OR

Associate degree in related field and 7 years of demonstrated competency in related field

OR

High school diploma and 9 years of demonstrated competency in related field

**NECESSARY SPECIAL QUALIFICATIONS**

Some positions may require a Professional Engineer (PE) license. This requirement will be denoted in the position description.



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

- Skilled in team building, communication, change management, and emotional intelligence
- Skilled in leading meetings, including agenda writing and time management
- Skilled in innovative and creative problem solving
- Ability to develop and maintain working relationships and communicate with a wide variety of individuals
- Ability to use critical thinking and judgement to problem solve and make well informed decisions independently
- Ability to perform multiple tasks accurately and in a fast-paced environment
- Knowledge of interviewing practices and techniques
- Knowledge of the principles in leading groups to achieve the desired objectives, including conflict resolution
- Knowledge of the principles and practices of supervision including planning, organizing, directing, motivating, and making decisions
- Knowledge for the rules, processes, and technical skill sets for the area supervised