



TDOT Technical Coordinator 1

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.

SUMMARY

This is the first of the two technical coordination levels within the Engineering Technician classification series. This position is primarily responsible for supporting the coordination of the technical aspects of transportation projects and programs. Depending on the division and discipline of TDOT where this classification is used, its work could be relegated to project specific activities; data analysis and reporting; compliance and contract fulfillment; sampling, testing, surveying, and calculation; and traffic, work zone, and work site safety. The TDOT Technical Coordinator 1 could spend extensive periods of time in the office utilizing computer programs to complete the duties required and must be technically competent in the development of reports, technical drawings, data analytics, and the analysis of plans documents to create deliverables used in the acquisition of real estate. Effective communication skills, both verbal and written, and the ability to professionally interact with internal and external customers are required. Positions in this classification may serve as a mentor in supporting career development and cultivating communication and leadership skills of others at TDOT. The TDOT Technical Coordinator 1 is required to work independently with limited supervision. The TDOT Technical Coordinator 1 may work in the field, a laboratory, or within industrial plant sites where personal protective equipment is required.

RESPONSIBILITIES

NOTE: The job responsibilities listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Project Specific Activities:

- Conducting project specific research for multiple phases of the project life cycle
- Developing project estimates and project schedules
- Performing project documentation close outs as required by federal and state agreements to ensure all invoices are paid timely and accurately, all unused funds are released for use on other



projects and any monies due TDOT are captured before contract time frames, legal standing, and financial bonding guarantees are released

Data Analysis & Reporting:

- Analyzing data sets derived from research and developing recommendations
- Developing transportation infrastructure reports, specifications, plans and contract documents for review and approval by the appropriate engineering discipline
- Analyzing outcomes to provide feedback and recommendations on existing specifications and plans to improve the quality of the products and services provided
- Reading complex technical documents and plan sets to extract needed information to develop property boundaries, cost estimates, project schedules, and permit requirements
- Operating equipment to collect, analyze, and present data
- Processing complex data sets to produce required deliverables

Compliance & Contract Fulfilment:

- Analyzing and processing permits for compliance
- Conducting field inspections
- Providing administrative oversight and documenting daily activities to ensure that all consultants, contractors, and vendors provide the products and services as negotiated
- Reviewing and approving progress reports
- Completing invoicing and payments to consultants, contractors, vendors, and utility companies
- Reading, interpreting, and applying federal and state statutes related to transportation activities including transportation planning, right-of-way, utilities, design, construction, materials acceptance, outdoor advertising, environmental considerations, and consultant acquisition
- Assisting internal and external customers in identifying, documenting, and resolving highly complex issues

Samples, Tests, Surveys, & Calculations:

- Performing complex laboratory sampling and testing of materials and components used in transportation infrastructure projects
- Operating various land surveying equipment and measuring equipment to document volumetric quantities
- Performing complex calculations using discipline specific computer programs and cloud-based technologies
- Performing testing, measurements, and calculations to meet the appropriate ASTM, AASHTO, and departmental specifications
- Operating various survey equipment to set line, grade, perform route surveys, and project control



Traffic, Work Zone, & Work Site Safety:

- Prioritizing and incorporating safe practices into daily activities
- Developing and implementing traffic control and work zone traffic safety plans per MUTCD and TDOT's policies, specifications, and guidelines
- Ensuring compliance with work site safety plans for industrial plant sites and laboratory facilities
- Safely and effectively operating light and heavy-duty vehicles and equipment necessary to remove snow and ice from highways and bridges and to complete other field operations

Performs other job responsibilities as assigned

QUALIFICATIONS

Education and Experience:

An associate or bachelor's degree in a related field of study and three (3) years of demonstrated competency in a related technical discipline.

OR

Education equivalent to graduation from high school and five (5) years of demonstrated competency in a related technical discipline.

Necessary Special Qualifications

- Some positions within this classification may require candidates possess and maintain a Class D driver's license valid to operate vehicles in the State of Tennessee
- Some positions within this classification may require candidates to possess and maintain, or obtain at their own expense and within eleven months of hire, a Class A Commercial Driver's License with an N endorsement (Code 52 restriction is allowable) that is valid in the State of Tennessee

KNOWLEDGE, SKILLS, ABILITIES, and COMPETENCIES

- Knowledge of the Tennessee Manual on Uniform Traffic Control Devices (MUTCD)
- Knowledgeable in laboratory safety procedures
- Knowledgeable in required environmental procedures
- Knowledgeable in administering contracts
- Skilled in report and form writing
- Highly skilled in the use of objective thinking by focusing on relevant details and weighing the outcomes of different options to make decisions and resolve issues.
- Ability to communicate effectively
- Ability to follow verbal and written instructions
- Ability to use computers and applicable programs, applications, and systems



- Ability to recognize and take precaution for potential hazards
- Ability to maintain effective work relationships with individual and groups, both internal and external
- Ability to provide tailored instruction and teaching methods that accommodate the differing learning styles of others
- Ability to analyze a process and offer actionable feedback on how to improve the process effectiveness, quality, and efficiency
- Ability to effectively manage multiple tasks simultaneously
- Ability to set and manage timelines and priorities to complete the work that has been assigned
- Ability to provide strong customer service to internal and external customers.

Conditions of Employment

- Where a position requires a CDL, you must pass a drug test prior to employment. Commercial drivers and safety impact employees will be subject to additional drug and alcohol testing during employment.
- Incorporating overtime, weekends, and night shifts into their schedules as work schedules dictate
- Extended durations outdoors in extreme weather conditions
- Working in and around construction and vehicular traffic
- Walking on uneven terrain
- Climbing ladders and construction scaffolding
- Carrying equipment and samples in excess of 25 pounds
- Driving long distances are required as part of daily duties
- Performing work in which personal protective equipment will be required to be worn