



TDOT Region Technical Specialist

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.

This classification is within the Tennessee Department of Transportation. The responsibilities of the department are to develop, preserve and maintain the state highway system and to assist local governments in the development of their highway systems. Specific responsibilities include highway data collection, planning, program development, environmental permitting, scheduling, design, right-of-way acquisition, estimates, geodetics, construction, maintenance, traffic engineering, materials, and geological testing.

SUMMARY

The Region Technical Specialist is recognized as an expert in the uniform application of department policies related to their specific discipline. This position contributes to statewide technical committees and is expected to ensure application consistency within their discipline. The Region Technical Specialist provides discipline-specific technical expertise to internal staff, consultants, contractors, suppliers, federal and state agency partners, local governments, utility companies, and developers as part of enhancing TDOT's transportation infrastructure network.

This position is responsible for overseeing the collection and analysis of data for the development of technical reports used in the implementation of infrastructure contracts for all modes of transportation. This position is expected to collaborate with the statewide subject matter experts using engineering judgment and decision-making skills to provide uniform interpretation of state statutes, policies, plans, specifications, standards, and contracts.

This position assists Project Teams in navigating change throughout the life of a project by providing innovative solutions for the resolution of complex issues; safeguarding statewide consistency, ensuring complex program issues are routinely communicated; risk, quality, and change management are addressed; and policies, procedures, and standards are consistently applied.



This position will serve as a highly proficient resource for contracted professional services within their area of expertise and work with the Professional Services Division in the scope development, selection, contract administration, and workload projection.

This position is expected to take an active role in the Alternative Delivery program, ensuring statewide consistency, staying relevant and engaged assisting in the review of alternative technical concepts, and adapting new technologies and best practices in driving TDOT's transportation projects forward.

RESPONSIBILITIES

NOTE: The position responsibilities listed are representative of the work performed by positions within the Technical Specialist classification series. The responsibilities listed are not all inclusive for every position nor is it expected that all positions will be assigned every responsibility.

1. Serve as a field-level expert in their applicable discipline-specific area
2. Serve as the field-level expert in the interpretation and application of statutes, policies, plans, specifications, standards, grant language requirements, contract requirements, funding applications, financial reporting, and documentation activities
3. Assist in the research, development, and implementation of technical guidance to address recurring issues on projects and programs
4. Use advanced computer software applications and technical field/laboratory equipment to analyze, model, design, and report numeric and technical engineering and financial data sets
5. As part of a matrix organization, coordinate with the Project Manager and Project Team regarding potential impacts to the scope, schedule, and/or budget for projects and programs
6. Assist with multidisciplinary reviews for projects as part of the Quality Assurance process on exceedingly complex projects and statewide programs
7. Perform consultant prequalification, selection, invoice processing, and performance assessments
8. Participate in Risk Management Assessments and implement risk mitigation strategies
9. Identify conflicts in proposed designs, make recommendations, and coordinate proactive solutions with other disciplines to ensure the needs of the project are met in all phases
10. Participate in the scope development, selection, and administration of alternative delivery contracts on all phases of the project
11. Attend, serve at, and facilitate public meetings as a department representative, proactively addressing customer needs and concerns
12. Lead and participate in statewide technical committees
13. Provide feedback to Regions, local government partners, consultants, contractors, and legislators on grants, projects, and programs and provide resolution for complex issues
14. Engage and manage consultants to provide professional services pertaining to the planning, design, construction, maintenance, and operation of transportation systems and facilities
15. Operate light-duty vehicles



QUALIFICATIONS

Education and Experience:

Bachelor's Degree and 4 years of demonstrated competency in a related field as may be outlined in the position description,

Or

Master's Degree and 3 years of demonstrated competency in a related field as may be outlined in the position description.

Necessary Special Qualifications for TDOT Region Technical Specialist

Some positions in these classifications may have additional requirements such as:

- Professional licenses and/or certifications
- Possess and maintain a Class D driver's license valid for use in operating vehicles in the State of Tennessee

Any necessary special qualifications will be denoted in the position description.

Knowledge, Skills, Abilities, Competencies, and Tools/Equipment

- Skilled in the ability to communicate effectively, while interacting with internal and external stakeholders in a professional and courteous manner
- Skilled in critical thinking to problem solve and make informed decisions
- Skilled in working on project teams
- Skilled in the ability to analyze a process and offer actionable feedback for use in improving the effectiveness, quality, and efficiency of the existing process
- Skilled in the development of contract principles and applications
- Skilled in the ability to identify and mitigate risk associated with transportation projects
- Knowledgeable in the project delivery methods, including design/bid/build and alternative delivery
- Knowledgeable in state and federal regulations/requirements for development and construction of projects
- Knowledgeable in critical thinking to problem solve and make informed decisions, independently
- Knowledgeable in advanced technical writing
- Knowledgeable in research and exploration of innovative technical concepts
- Ability to develop applications for how to apply innovative technical concepts to transportation projects
- Ability to research and explore innovative technical concepts and develop applications for how to apply those concepts to transportation projects



- 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 resolve conflicts, coach and motivate others, build high-performing teams, and create a culture of accountability, collaboration, and accomplishment

Conditions of 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 as required to perform daily duties
- Performing work in which personal protective equipment will be required to be worn
- Sitting for extended periods while driving or working on computers
- Standing for extended periods while working outdoors or in a laboratory setting