

Who we are:

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. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



Statewide Agreements and Encroachments Technical Specialist

Utilities Division – Agreements and Encroachments Section

\$99,864 annually

Job Overview

The Utility Agreements and Encroachments Statewide Technical Specialist administers the placement of infrastructure within TDOT's right-of-way; regulates the relocation of conflicting utility infrastructure; manages and coordinates the utility permit application process; and facilitates the utility deconfliction process to support project delivery. The Utility Agreements and Encroachments Statewide Technical Specialist is responsible for various Utility functions in all phases of the Project Delivery Network (PDN) in accordance with the project's scope, schedule, and budget. These projects will range in complexity and risk from simple to highly complex. The Statewide Technical Specialist role requires collaboration with multiple TDOT Divisions, project team members, contractors, consultants, utility companies, and other external stakeholders.

The Utility Agreements and Encroachments Statewide Technical Specialist ensures Department policies, technical guidance, procedures, software, and systems related to utilities accommodations are current and accurate for incorporation into the project delivery process. This position assists in implementing the Quality Assurance Program as part of the Utilities Division activities to reduce errors, delays, and contractor claims. This position provides statewide guidance and oversight of utility preconstruction and construction strategies and methodologies. The Statewide Technical Specialist assists with monitoring and managing the scope, schedule, and budgets of all utilities-related projects and working with the Project Management Division to make the required adjustments as necessary to ensure that the work completed is in alignment with the Department's Asset Management and Strategic goals.

Essential Job Responsibilities

Support Project Teams as part of a matrix organization by serving as the Statewide Utility Agreements and Encroachments subject matter expert, promptly respond to requests for support and guidance utilizing expertise to provide technical options and recommendations for consideration by the Project Manager and Project Team thus promoting the identification of solutions to support efficient project and program delivery; applying context-sensitive design strategies; implementing innovative concepts; ensuring recommendations are in alignment with Asset Management objectives and funding allocation and consistent with critical goals and intended outcomes for the scope, schedule, budget and quality in coordination with the Project Manager; for projects handled through Alternative Delivery Contracts, assist with forecasting the cause and effect of implementing Alternative Technical Concepts

related to the Request for Proposal (RFPs), project cost, and construction timing. Optimize the Project Team's ability to mitigate risk and address unanticipated challenges related to utilities.

Integrate Quality Management into all deliverables in compliance with Asset Management's business objectives, the Utility Division's guidance documents, processes, and procedures, and in alignment with the PDN with the purpose of reducing right-of-way delays, construction delays, and contractor claims; assist Project Teams by providing reviews as part of TDOT's Quality Assurance Program.

Routinely identify, document, and effectively collaborate with Asset Management, HQ Divisions, and Regions on acquired knowledge that includes maximizing project successes, acknowledging national best practices, and avoiding past errors. Assist with modifications to applicable policies, procedures, design standards, specifications, and special provisions.

Assist in the development of a Consultant Acquisition Plan (CAP); serve on selection committees for professional engineering and non-engineering services. Provide support in the development of the Request for Proposal (RFP) by attending project-specific marketing meetings, determining scoring criteria, participating in project information sessions, serving as a scorer as part of the consultant acquisition process, and attending de-briefs with consultants. For complex projects, support Project Managers and Project Teams in the management of external partners together with the Professional Services Division, including the negotiation of contracts, review of consultant invoicing, development of contract scopes, management of contract tasks, and documentation of consultant performance and qualifications.

Remain current on national best practices, Federal regulations, Tennessee statutes, Tennessee Utility Company/Provider requirements; utility design and construction methodologies and technologies; the placement of utility infrastructure within the right-of-way; tracking and processing of encroachment permit requests; revisions to design codes, standards, and guidelines related to utility deconfliction, utility relocation, and utility permitting relative to transportation projects, including trends and technologies; and assist with the development of legislation and regulations. Participate in regional/national working groups, research, committees, and training opportunities related to utility and encroachment initiatives (e.g., Federal Highway Administration (FHWA), Transportation Research Board (TRB), National Cooperative Highway Research Program (NCHRP), American Association of State Highway and Transportation Officials (AASHTO), National Highway Institute (NHI), etc.) that may benefit/improve TDOT's staff and project/program delivery.

Provide exceptional customer service to both internal and external customers, including mentoring and technical guidance to Utility Division staff, Project Managers, and Project Team members, while coordinating with other disciplines as part of a matrix organization, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Assist in the development and delivery of training and mentoring to TDOT staff and external stakeholders. Provide technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies related to utility deconfliction and the placement of utility infrastructure within the right-of-way. As the subject matter expert, prepares for and presents at industry conferences for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills as it relates to utility accommodation, utility deconfliction, utility coordination, and project delivery.

Assist in ensuring pre and post construction Utility Agreements and Encroachments deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement and an established track record of success.

Qualifications

- Bachelor's degree
- 8 years of demonstrated competency in transportation project delivery (e.g., survey, roadway design, CEI, construction, project management), railroad coordination, utility coordination, or utility construction and design

OR

- Master's degree
- 7 years of demonstrated competency in transportation project delivery (e.g., survey, roadway design, CEI, construction, project management), railroad coordination, utility coordination, or utility construction and design

Ideal Candidate

The Statewide Technical Specialist for Utility Agreements and Encroachments is a skilled problem solver with a high level of technical expertise and a focus to complete an assignment correctly, within budget, and per schedule. They are adept at identifying potential issues and addressing them before complications arise. They work alongside their team members to evaluate alternatives, assess risk, recommend solutions, and then make decisions that positively impact a project. The Statewide Technical Specialist for Utility Agreements and Encroachments understands the purposes of the project and what is needed to accomplish those goals. They proactively work to enhance relationships by collaborating with utility owners, utility representatives, and associated trade organizations for more efficient and effective project delivery and achievement of mutually amicable solutions.