

## 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.



### **Rail Coordination Senior Technical Specialist**

Passenger Transportation, Rail and Freight Division – Rail Coordination Section  
Nashville, TN  
\$75,204 annually

#### **Job Overview**

The Rail Coordination Senior Technical Specialist will provide support to Project Teams directly responsible for delivering projects in accordance with the project's scope, schedule, and budget. This position will also support and assist TDOT Divisions that perform operational and maintenance activities within a railroad company's easement or right of way. These projects will range in complexity and risk from simple to highly complex. This position requires critical thinking to problem solve and make well-informed decisions that increase the safety, performance, sustainability, and efficient delivery of Tennessee's transportation system. The Rail Coordination Senior Technical Specialist role requires collaboration with TDOT divisions, Project Teams, consultants, contractors, Federal Highway Administration (FHWA), and external stakeholders. This position assists the Railroad Coordination Senior Technical Specialist who serves as a liaison for TDOT with railroad companies and administers railroad coordination in compliance with Federal and State law.

The Rail Coordination Senior Technical Specialist proactively identifies TDOT projects that may involve railroad infrastructure and pursues opportunities to identify, avoid, and/or minimize conflicts with railroads.

This position assists in implementing the Quality Assurance Program as part of the Division's activities. The Rail Coordination Senior Technical Specialist ensures Department policies, technical guidance, procedures, software, websites, and systems related to railroad accommodations are current and accurate for incorporation into the project delivery process, as well as operation and maintenance processes. This position must effectively articulate technical concepts through training, mentoring, and collaborating as part of a matrix organization. The Rail Coordination Senior Technical Specialist will assist with ensuring all Railroad Coordination Section deliverables are readily accessible, and applicable documentation and data are collected and stored to assist with timely and accurate invoicing, efficient decision-making, and project close-outs.

#### **Essential Job Responsibilities**

Coordinate resources and assist the Rail Coordination Section and Project Managers as the Rail Coordination Subject Matter Expert (SME) in the management of external partners together with the Professional Services Division, including the negotiation of contracts, review of consultant invoicing, development of scopes, management of contract tasks, compliance monitoring, and completion of consultant grading.

Routinely and proactively identify those projects for which TDOT Railroad Coordination is required; assess the proposed type of work; identify required documents, including special provisions, agreements, cost estimates, right of entry, checklists, property information, and multimodal considerations; determine stakeholders; initiate early coordination with railroad owners, and assess property rights. Recognize the mutual interests of both TDOT and railroad companies by ensuring early, routine, and effective coordination with railroad companies to meet TDOT project delivery expectations. Coordinate the railroad review, comments, and revisions for TDOT construction plans. Assists in processing and establishing crossing agreements, master agreements, force account estimates, certifications, and Right of Entry.

Coordinate with the TDOT Technical Training Director and assist in the development and delivery of Railroad Coordination training and technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies related to transportation for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills. Provide mentoring to TDOT staff, consultants, and local agencies with respect to railroad coordination. Administer and manage TDOT's Railroad Coordination program and software.

Assist in the development of a consultant acquisition plan and assist in the oversight of external partners by serving on selection committees for professional engineering services as part of the Brooks Act, including assisting with RFP development, attending project-specific marketing meetings, assisting with determining scoring criteria, assisting with project information sessions, when applicable, serving as a scorer as part of the consultant acquisition process, and attending at de-briefs for consultants where usable feedback must be provided.

Take ownership of change, clarify the vision of TDOT's Railroad Coordination efforts, communicate effectively, remain transparent, and hold yourself accountable to develop, maintain, and enhance TDOT's Railroad Coordination processes, and requirements of specific railroad companies.

Serve on Project Teams as part of a matrix organization by defining the scope of work related to Railroad tasks, coordinating with railroad owners, including applicable meeting notifications; performing plan reviews at all project milestones that account for railroad restrictions, constructability requirements, and potential conflicts with existing agreements; providing recommendations for methodologies and effective communication with the railroad companies; proactively assisting with the management of project schedules by providing input related to activities, durations, and linkages; updating the Project Team with the status of railroad coordination efforts, reviewing and processing estimates, assisting the Statewide Railroad Technical Specialist in developing Crossing and Master Agreements, completing railroad certifications, and obtaining Right of Entry for TDOT preconstruction, operations, and maintenance activities. Ensure alignment and compliance with Division and Section Metrics and Performance goals.

Provide exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Ensure strategic partnerships with TDOT Rail Safety and Inspection and TDOT Rail Engineering to successfully implement TDOT's vision statewide.

Assist in ensuring Railroad Coordination deliverables are accomplished in alignment with TDOT's Quality Management procedures to ensure consistently high levels of quality and achievement, mitigate risk to the Department, and establish a track record of success. Integrate all deliverables into the Railroad Coordination Section's tracking mechanism to provide for project continuity and efficient workflows for internal project stakeholders.

Remain current with applicable design standards, State of Tennessee laws, and Federal regulations applicable to the development and maintenance of TDOT's railroad agreements, policies, and procedures. Assist with modifications to

all applicable policies, procedures, design standards, standard drawings, specifications, and special provisions. Stay informed on Railroad Coordination-related industry trends and national best practices by participating in AASHTO, industry associations, and other appropriate committees.

### **Qualifications**

- Bachelor's degree
- 3 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
- 2 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 Rail Coordination Senior Technical Specialist brings the team a remarkable blend of technical expertise and knowledge. They are exceptional project team members excelling at collaboration and communication, and are proficient at seamlessly engaging with project teams, leadership, and the railroad industry. They take a meticulous approach with each project, ensuring that every aspect of railroad coordination meets the highest quality and state/federal regulations. The Rail Coordination Senior Technical Specialist is a natural problem solver who overcomes obstacles with innovative solutions, which is almost always required when coordinating transportation projects which interact with railroad infrastructure. They understand that the best outcomes are achieved through collective effort and effective communication.