

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.



Region Utilities Deconfliction Team Lead

Utilities Division – Regional Preconstruction

\$98,000 - \$109,000 annually

Job Overview

The Region Utilities Deconfliction Team Lead will lead, mentor, and train the Region Utility Deconfliction Team through empowerment, communication, and delegated authority. This position will implement work plans that align with the Region Utilities Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while providing the resources needed for the Region Utilities Deconfliction Team to be successful.

This position will implement department policies, discipline-specific technical guidance, procedures, and manuals to lead and assist the Region Utilities Deconfliction Team in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The Region Utilities Deconfliction Team Lead will supervise technical staff engaged in Deconfliction activities including assessment of Subsurface Utility Engineering (SUE) Needs, stakeholder coordination, construction risk assessments conducted early in the design development process, and implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each Team Member. The Region Utilities Deconfliction Team Lead will pilot national best practices within the Region Utilities Deconfliction Team and will report and recommend ideas that drive innovation and efficiency.

Essential Job Responsibilities

Manage resources and staff utilization and assist Project Managers 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.

Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing standards for the Region Utilities Deconfliction Team and assist with quality control tasks as per the TDOT Quality Assurance Process with respect to utility deconfliction.

Assist in the development of Consultant Acquisition Plans (CAP) and oversight of external partners by serving on selection committees for professional services as part of the Brooks Act. 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.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Serve on Project Teams, as part of a matrix organization, in developing and implementing the project vision for those projects having the highest complexity; define utilities-related critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Agreements and Encroachments Manager and the Project Manager; support Project Management staff by assisting in writing the Utilities Scope of Work in collaboration with TDOT Roadway, TDOT Right-of-Way, TDOT Maintenance, and TDOT Construction; assist in proactively establishing Subsurface Utility Exploration (SUE) requirements; prepare for, lead and facilitate internal and external deconfliction meetings; ensuring all stakeholder records are documented and maintained using current deconfliction guidance/spreadsheets; lead, facilitate, and ensure proactive and frequent stakeholder participation/follow-up is occurring and using the most current plans; ensure Region Utilities develops, maintains, and resolves the Utility Impact/Conflict Matrix items; ensure that proposed utility locations are accurately depicted on current plans; proactively coordinate with other Divisions within TDOT to mitigate constructability and maintenance concerns as part of the Functional Design Plans development per the Project Delivery Network (PDN); proactively assess risk factors; and, for Project Teams associated with Alternative Delivery Contracts, forecast the cause and effect of implementing Alternative Technical Concepts related to the Request for Proposal (RFP), project cost, and construction timing.

Lead the Region Utilities Deconfliction Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Remain current on revisions to the TDOT Project Delivery Network (PDN), TDOT's Roadway Design Guidelines, the TDOT Utility Manual, FHWA guidelines, Tennessee statutes, standards, quality management components, and utility companies' processes and procedures as it relates to TDOT transportation projects; perform analysis on Utilities Deconfliction components for complex projects having the highest degree of risk; assist with the review of Utilities Deconfliction documents; and assist with Risk Assessments. Provide input on Utilities Deconfliction national best practices being considered for incorporation into TDOT guidance documents, processes, and procedures; assist with incorporating and implementing research, evaluations, and emerging technologies into Utilities Deconfliction activities; ensure that statutory and regulatory requirements within TDOT's guidance documents, processes, and procedures are followed.

Monitor and track Region projects using the established statewide tracking mechanism to ensure the scope, schedule, budget, and quality of all Utilities Deconfliction activities support the delivery of the Department's Work Program while also ensuring compliance with Federal and State rules and regulations.

Provide oversight in the development and completion of Utilities Deconfliction deliverables and ensure they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

Bachelor's degree in Civil Engineering

Licensed PE

5 years of demonstrated competency in transportation (survey, roadway design, CEI, construction/project management), railroad coordination, utility coordination, or utility construction and design.

Ideal Candidate

The Region Utilities Deconfliction Team Lead is an accomplished multi-tasker, managing multiple priorities and deadlines with grace and composure. They are adept at developing and maintaining effective relationships with internal and external stakeholders alike. They will integrate their varied work experience and knowledge in all facets of utility, construction, and maintenance work with innovative approaches to problem solving to successfully navigate through challenging circumstances. The Region Utilities Deconfliction Team Lead must focus on desired results, overcome obstacles, and remain tenacious in order to achieve expected goals. They are willing to listen, taking in feedback and information from numerous sources. They are the consummate win-win person who communicates often, keeps everyone in the loop, and is confident in making decisions. The Region Utilities Deconfliction Team Lead is comfortable sharing their knowledge and network with their Team enabling the leaders of the future. They ensure customer satisfaction, employee satisfaction, and performance excellence.