

## 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 4,000 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.



TDOT Manager  
Utilities Division – Utility Estimates Section  
Nashville, TN  
\$100,896 - \$131,004 annually

### **Job Overview**

The Utility Estimates Manager will lead, mentor, and train technical staff through empowerment, communication, and delegated authority. This position will develop work plans that align with the Utility Estimates Section's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the Utility Estimates Section to be successful.

This position will assist in the development of Department policies; discipline-specific technical guidance, procedures, and manuals, assist in developing estimates that encompass the scope of work for a project and incorporate the cost of impacts that may occur due to changes in available resources and national market conditions, and assist the Utility Estimates Section in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The Utility Estimates Manager will supervise technical staff and will develop performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Utility Estimates Manager in collaboration with the Utility Agreements and Encroachments Section and the Region Utility Managers, will research national best practices to drive innovation and efficiency within each technical unit as part of the Utility Estimates Section.

### **Essential Job Duties**

- 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 and qualifications.
- Establish and ensure there is a direct relationship between quality and work outcomes by assisting in the development of standards for the Utility Estimates Section in collaboration with the State Construction Division's Estimates Section and assisting with quality control tasks as per the TDOT Quality Assurance Process with respect to the Project Delivery Network (PDN) and non-PDN activities to ensure TDOT leadership can make critical project decisions, establish metrics against which project success can be measured, and maintain public confidence through the establishment of reasonable cost estimates.
- Assist in the development of a Consultant Acquisition Plan (CAP) by providing strategic leadership in utilizing consultants for program and project delivery, and oversee consultant activities to ensure quality products and services are provided. 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, including those projects for which Alternative Delivery methods are applied.



- Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.
- Assist Project Teams, as part of a matrix organization, in developing the project vision for those projects having the highest complexity; define utility estimate-related critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager; support Project Management staff by writing the Utilities Scope of Work in collaboration with all relevant Utility Sections, TDOT Roadway, TDOT Maintenance, and TDOT Construction; proactively coordinate with other units within TDOT to assess risks, ensure consideration of constructability, operations and maintenance concerns; ensure Utility estimates encompass relevant factors related to the project scope, cost of resources, and national and global market trends; participate in the analysis of bids; develop solutions based on overall lifecycle costs as part of Functional Design Plans development per the Project Delivery Network (PDN); and forecast the cause and effect of implementing Alternative Technical Concepts (ATCs) related to Alternative Delivery projects.
- Lead the Utilities Estimates Section in providing exceptional customer service to both internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.
- Remain current on market and pricing trends; collaborate with industry partners to acquire cost information for materials, labor, and equipment; review historical bidding information to ascertain industry patterns and boundaries; and assist with Risk Assessments. Remain current on national best practices related to utility cost estimating for transportation projects, facilities, and operations activities; assist with the development of legislation and regulations that seek to increase safety, inspire innovation, and improve mobility for TDOT employees, contractors, and the traveling public; and integrate utility considerations and statutory and regulatory requirements into TDOT guidance documents, processes and procedures.
- Develop and implement a tracking mechanism that ensures the scope, schedule, budget, and quality of all utility estimates projects support the delivery of the Department's Work Program while also ensuring compliance with Federal and State utility permits and regulations; and coordinate with the Construction Division on the transition of estimating software from the current legacy system to AASHTOWare Estimate and/or other software as approved by TDOT.
- Assist in ensuring the Utility Estimates Section deliverables 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
- 8 years of demonstrated competency in transportation, utilities, or rail engineering that includes at least 2 years of demonstrated competency in supervision.