

## 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.



### Utility Estimates Statewide Technical Specialist

Utilities Division – Estimates Section

Nashville, TN

\$99,864 annually

#### Job Overview

The Utility Estimates Statewide Technical Specialist ensures utility estimates follow Federal and State law throughout the Utility Estimates process. This position is responsible for producing utility relocation estimates for TDOT projects where utility relocations may be eligible for reimbursement based on Chapter 86 for securing 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; providing updated cost estimates throughout the project development process; and performing review and analysis of utility cost estimates prepared by utility companies and/or consultants. The Utility Estimates Statewide Technical Specialist is responsible for assisting and supporting TDOT's Regions to seamlessly integrate all aspects of utility estimates 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, consultants, and other external stakeholders.

The Utility Estimates Statewide Technical Specialist ensures that Department policies, technical guidance, procedures, software, and systems related to utility estimates 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 strategies and methodologies. The Utility Estimates Statewide Technical Specialist assists with monitoring and managing the scope, schedule, and budgets of all project-related estimates 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 Planning and Investment goals.

#### Essential Job Responsibilities

Support and serve on Project Teams as part of a matrix organization as the Utility Estimates subject matter expert: respond to requests for support and guidance utilizing expertise to provide technical options and recommendations for consideration by the Project Manager and Project Teams to promote the identification of solutions which support efficient project and program delivery.

Apply context-sensitive design strategies; implement innovative concepts; and ensure 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 estimates infrastructure and coordination.

Integrate Quality Management into all deliverables in compliance with Asset Management 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 incorporating effective solutions gleaned from past challenges. Assist with modifications to applicable policies, procedures, design standards, specifications, and special provisions.

Assist in the development of a Consultant Acquisition Plan (CAP) and 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, and the changing requirements of estimate companies. Coordinate estimates and accommodation methodologies and technologies; collaborate with industry partners to acquire cost information for materials, labor, and equipment; work with suppliers in efforts to anticipate pricing changes to help aid in the estimating process; review historical bidding information to ascertain industry patterns and boundaries. Stay current on revisions to design codes, standards, specifications, and guidelines related to utility estimates for infrastructure interaction relative to transportation projects, including trends and technologies; maintain accurate and current average unit price data for utility relocation costs on TDOT projects; maintain and manage price index data sheets associated with utility relocation costs and assist with the development of legislation and regulations; participate in regional/national working groups, research, committees, and training opportunities related to utility estimates, coordination, and accommodation initiatives 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 Estimates Section 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 utility estimates training and mentoring to TDOT staff and external stakeholders. Provide technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies. As the subject matter expert, prepare for and make presentations at industry conferences to improve team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills as it relates to utility estimates, coordination, accommodation, and project delivery.

Assist in ensuring Utility Estimates 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), 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), utility coordination, or utility construction and design.

### **Ideal Candidate**

The Utility Estimates Statewide Technical Specialist is a highly skilled problem solver who possesses exceptional communication abilities and technical expertise. They are aware of the challenges that come with coordinating with numerous stakeholders and have developed effective techniques to obtain the necessary input and support to complete transportation projects efficiently. They are proficient at identifying potential issues and resolving them before they become problematic. They work collaboratively with their team members to evaluate alternatives, assess risks, and propose solutions that positively impact the project. As a self-starter, they take the initiative to move projects and the Utility Estimates Section forward.