

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.



Capital Projects /Facilities Team Lead

Maintenance Operations Division – Field Services Section

\$99,456 annually

Job Overview

The Capital Projects/Facilities Team Lead will lead, mentor, and train the Capital Projects/Facilities Team through empowerment, communication, and delegated authority. This position will develop Work Plans that align with the Field Services Section's strategic vision and will effectively delegate authority and responsibility, when applicable while ensuring the availability of resources for the Capital Projects/Facilities Team to be successful.

This position will implement Department policies, discipline-specific technical guidance, procedures, and manuals to lead and assist the Capital Projects/Facilities Team in producing deliverables and implementing the TDOT Quality Management Process as part of the Department's Work Program. The Capital Projects/Facilities Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Capital Projects/Facilities Team Lead will research national best practices to drive innovation and efficiency within each technical unit of the Capital Projects/Facilities Team.

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 negotiating contracts, reviewing consultant invoicing, developing contract scopes, managing contract tasks, and completing consultant grading.

Establish and ensure that there is a direct relationship between quality and work outcomes by developing and implementing standards for the Capital Projects/Facilities Team and coordinate with the Quality Team Lead in assisting with quality control tasks as per the TDOT Quality Management Process with respect to statewide facility maintenance repairs, enhancements/improvements, and capital projects.

Assist in establishing and implementing policies, budgets, operating procedures, and maintenance services guidelines for capital projects, maintenance facility repairs, and improvements/enhancements. Oversight of the statewide maintenance facility inventory and facility work order request system. Assists in the development of and oversees the audit procedures for facility condition inspections, data collection, and facility reporting procedures. Coordinates and communicates with TDOT Regions to identify needs, areas of concern, prioritization, and project selection. Assists in the development of contracts for facility maintenance and repairs, and service contracts. Oversight of the design, construction, and service contracts at statewide facilities.

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

Participate on Project Teams as part of a matrix organization in developing the project vision for those projects having the highest complexity; define critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager related to statewide facility maintenance repairs, enhancements/improvements, and capital projects; support Project Management staff by writing the maintenance services Scope of Work in collaboration with TDOT Environment, TDOT Maintenance, and TDOT Construction

Lead the Capital Projects/Facilities 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.

Guide the development and implementation of revisions to the statewide facility maintenance repairs, enhancements/improvements, and capital projects., standards, and guidelines related to TDOTs Standard Operating Procedures and Guidelines and quality management components; perform the research and impact components for complex projects having the highest degree of risk; assist with the review of the By-Laws, Policy, and Procedure of the State Building Commission of Tennessee relating to facility maintenance services; and assist with Risk Assessments.

Provide input on national best practices related to maintenance field services for TDOT employees, contractors, and the traveling public; incorporate research, evaluations, and implementation of emerging technologies; and integrate statutory and regulatory requirements into TDOT's guidance documents, processes, and procedures.

Guide the development and implementation of a tracking mechanism that ensures the contractual agreements, scope, schedule, budget, and quality of all capital projects support the delivery of the Department's Work Program while also ensuring compliance with Federal and State regulations.

Provide oversight in the development of maintenance facility services, repairs, enhancements/improvements, and capital project 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 Business Administration, Construction Management, Engineering, or related field
- 5 years of demonstrated competency in construction, maintenance, design, project management, or related field.

OR

- Associate degree
- 7 years of demonstrated competency in construction, maintenance, design, project management, or related field.

OR

- High school diploma
- 9 years of demonstrated competency in construction, maintenance, design, project management, or related field.

Ideal Candidate

The Capital Projects/Facilities Team Lead is a well-organized individual with exceptional prioritization skills. They can effectively manage and administer multiple maintenance programs/contracts consistent with the Department and Field Services deliverables. The Capital Projects/Facilities Team Lead is an effective communicator and problem solver. Using good judgment and critical thinking skills can independently make well-informed decisions. The Capital Project/Facilities Team Lead ensures their sections’ staff completes assigned projects in accordance with State and Departmental policies, procedures, and processes on time and effectively. The Capital Projects/Facilities Team Lead understands the importance of empowering staff and nurturing their professional growth.

General Work Conditions

Yes / No

- Is this position generally performed in an office environment?
- Will work for this position be frequently performed in a field environment and may sometimes require working in inclement weather, working in a construction site, being exposed to heavy construction equipment, and doing extensive walking?
- Is this position a combination of office and field environment?
- Is an alternative work schedule including work from home eligible for this position? If yes, how many days will it be work from home and how many days in office?
 - Days from home: up to 2 days
 - Days from office: up to 3 days
- Is this position required to work under exposure to inclement weather and environmental conditions?
- Will this position require travel including overnight?

Physical Requirements	Select the frequency of each physical activity. The activity must be related to the position and consistent with business necessity.			
	None	Occasional (less than 1/3)	Frequent (1/3 to 2/3)	Regular (more than 2/3)
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching/stretching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching or stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing or pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive use of hands/arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive use of legs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – check the frequency for each weight range below. If the job doesn’t require any lifting activities, check “None” on each line below.				
Up to 20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

21 - 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying - check the frequency for each weight range below. If the job doesn't require any carrying activities, check "None" on each line below.				
Up to 20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 - 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 - 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye/hand coordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing (with correction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Distance vision - ability to see objects clearly from a distance, usually from 20 feet or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Color vision/perception - ability to distinguish colors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Peripheral vision - what is seen on the side by the eye when looking straight ahead.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Depth perception - ability to judge the distance of objects and the spatial relationship of objects at different distances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Position Description Team Members	<i>Provide a list of SMEs who helped develop the position description. Include name and work area.</i>
Jamie Waller	TDOT Maintenance Operations Director
Janine Cooper	RIC
Lisa Marsh	RIC
Ken Flore	RIC
Lauren LeJeune	RIC