

## Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

## What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

**For more information on this position please see job specification link:**

<https://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=102657&viewOnly=yes>



## Procurement Manager (Transportation Manager 1)

Procurement and Contracts Division

Location: Nashville, TN

### Overview

The Tennessee Department of Transportation is currently seeking a motivated, enthusiastic professional with experience in procurement management and a thorough understanding of the FSCM module within the State of Tennessee's ERP system, Edison.

This position will evaluate mission requirements and recommend hiring additional employees for the Procurement team within the Procurement and Contracts Division with future responsibility of one or more direct reports.

The Procurement Manager is required to travel extensively to TDOT's region and district garages and other locations to provide procurement consultations and to drive statewide procurement solutions.

### Responsibilities

Monitor purchases to acquire products at the lowest cost that meet the needs of the Department by reviewing pre-bids, communicating with General Services, and teaching procurement officers about proper procedures and sharing best practices.

Attend pre-bids as necessary for establishing contracts, communicate with General Services on a weekly basis and keep the procurement officers statewide up to date on the latest rule changes, trends, problems, etc.

Work with TDOT Procurement Division's Advisory & Training manager to instruct procurement professionals statewide on how to write strong specifications and communicate to all procurement officers that all asset purchases must have an Edison Item ID.

Visit each work site on a regular basis in order to review and audit all procurement operations. This includes reviewing the work completed at each procurement location, providing training, and reviewing bids.

Visit each site at least once per quarter to review procurement operations and procedures. Additionally, offer suggestions to the procurement officer to be more effective, ask questions during the visit to determine issues that would prevent the procurement office from being compliant, and make sure bids are being taken as required when making purchases.

Train procurement officers continually on the Edison system and stay up to date on training offered by General Services and notify procurement officers.

Review and arrange training for staff in order to ensure they have the knowledge required when requesting items through the procurement process. This will be measured by monitoring new user's access and evaluating training methods.

### Qualifications

**Education and Experience:** Education equivalent to graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time work in one or a combination of the following areas: (1) technical supervision of staff in a

transportation related area; or professional experience involved in the (2) supervision or administration of transportation regulatory programs or services; (3) civil engineering, architectural design, or construction operations (e.g., maintenance, materials testing, construction inspection); (4) analysis of environmental or historical impact data; (5) related community or transportation planning activities, including public transportation, aeronautics, railroads, or waterways; (6) government land appraisals or land acquisitions for public usage; or (7) managing programs and/or projects to determine compliance with organizational rules, regulations, or related standards. At least two of the required five years must be supervisory or higher experience in one or a combination of the following areas: (1) supervision or administration of transportation regulatory programs or services, including, but not limited to, highway maintenance administration; (2) professional transportation-related program experience including, but not limited to, planning, civil engineering, construction operations, aeronautics, public transportation, railroads, waterways, analysis of environmental or historical impact data, or government land appraisals or acquisitions for public usage; or (3) cartography or photogrammetry; or (4) managing programs and/or projects to determine compliance with organizational rules, regulations, or related standards.

**Substitution of Education for Experience:** Possession of a master's degree from an accredited college or university may substitute for the required experience to a maximum of two years.

**Substitution of Experience for Education:** Qualifying technical or higher experience involved in a transportation-related area or professional experience in one or a combination of the following areas may substitute for the required education on a year for year basis to a maximum of four years: (1) supervision or administration of any transportation regulatory program or service; (2) civil engineering, architectural design, or construction operations; (3) analysis of environmental or historical impact data; (4) community or transportation planning activities; (5) government land appraisals or land acquisitions for public usage; or (6) managing programs and related projects to determine compliance with organizational rules, regulations, or related standards. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education.)

**Applications must be submitted online in order to be considered for the position.**

Questions? Email [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.