

## Who we are:

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 close to 4000 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

For more information on the Construction division please see link below:

<https://www.tn.gov/content/tn/tdot/tdot-construction-division.html>



## Deputy Director of Pre-Construction and Estimating Headquarters Construction Division Nashville, TN

### Overview

The Headquarters Construction Division is responsible for the prequalification of contractors, bid lettings, contract awards, sub-contract approval, change order approval, establishing construction policies and procedures, design-build contracting, and CM-GC contracting. The Bid Analysis and Estimating Office will merge within the Construction Division under a newly formed Pre-construction and Estimating Section. This position will lead and direct the new section and report to the Construction Division Director.

### Responsibilities

Manages overall leadership and strategic direction for the Pre-construction and Estimating office, by leading and developing staff, communicating team goals, and organizing various tasks for project delivery.

Develops and maintains project cost estimates during various stages of project development, and provides the final engineers estimate of cost (EEC) for construction projects.

Conducts bid reviews and bid analysis for projects let to construction. Establishes bidding trends, unbalanced bidding, or other bidding discrepancies, and maintains bidding history and estimates.

Provides technical assistance to support the Local Programs Development Office through the preparation and distribution of the Notice to Contractors. Develops contract proposal books, establishes construction schedules (Primavera), and administers the contractor prequalification program.

### Qualifications

The minimum required knowledge, skill, and abilities to satisfactorily perform the job duties are acquired through graduation from an accredited college or university with a bachelor's degree in civil engineering, or other relative degree, and at least ten (10) years of related transportation engineering and management experience. At least three (3) years of supervisory experience is required. A **Professional Engineering License** is required.

Candidates should have a foundation of strong civil engineering and construction skills and possess an extensive understanding of transportation projects.

*Desired skills* include experience and knowledge in:

- Roadway, Traffic, Geotechnical, Bridge, etc. plans, technical drawings, and specifications
- Project Development
- Construction Contract Administration
- Construction Materials
- Above average computer skills (preferred knowledge of AASHTOWare Project modules)
- Database management, running queries, and troubleshooting programming issues
- Construction Estimating and Scheduling
- Federal Regulations (23 CFR) and Tennessee Code (Title 54 and 62)

**Application for the Deputy Director of Pre-Construction and Estimating** requires completion and submission of the following two items:

1. Letter explaining applicant interest in the position.
2. Résumé that is a maximum of two (2) pages.

The two items should be emailed to [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov) by Friday, January 15, 2021. For additional information you may also contact Delaine Linville, Assistant Bureau Chief of Administration, at [Delaine.Linville@tn.gov](mailto:Delaine.Linville@tn.gov) or (615) 741-3461.