

## 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.



**Engineering Concepts and Statewide Programs Director**  
Project Management Division – Engineering Concepts and Statewide Programs  
Section  
Nashville, TN  
\$145,000 - \$150,000 annually

### **Job Overview**

The Director of Engineering Concepts and Statewide Programs will lead, mentor, and train the Engineering Concepts, Economic Projects, and Statewide Program Managers through empowerment, communication, and delegated authority. This position will collaborate with Department leadership in developing programs, technical direction, organizational structures, and the Section's budgets that align with the Division's strategic vision. The Director of Engineering Concepts and Statewide Programs will supervise the Section's managers and will assist in the development of performance plans, schedules, and performance metrics that ensure expected outcomes, accountability of each team member, and alignment with the Division's Work Program.

This position will maintain the availability of resources that provide for the success of the Engineering Concepts and Statewide Programs Section. This position will empower staff to implement national best practices that drive innovation, improve performance, and ensure project alignment with the Department's asset management lifecycle.

### **Essential Job Responsibilities**

Collaborate with TDOT leadership in guiding the management of resources, staff utilization, and financial performance for the Engineering Concepts and Statewide Programs Section and support the Section's Managers as they partner with the Professional Services Division in the management of consultants, including the negotiation of contracts, review of consultant invoicing, development of contract scopes, management of contract tasks, and completion of consultant evaluation.

Establish and ensure there is a direct relationship between quality and work outcomes by assisting in the development of standards for the Engineering Concepts and Statewide Programs Section and coordinate with the Quality Team Lead in assisting with quality control tasks as per the TDOT Quality Assurance Process with respect to the Project Delivery Network (PDN) and the Engineering Concepts and Statewide Program Section's elements.

Provide strategic leadership in the development of consultant acquisition plans and oversight of external partners by developing and facilitating programmatic industry and stakeholder outreach, serving on selection committees for professional engineering services as part of the Brooks Act, providing support in the development

of the Request for Proposal (RFP), assisting with the determination of scoring criteria, participating in project information sessions, and attending de-briefs with consultants, when needed.

Lead the Engineering Concepts and Statewide Programs 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. Managing change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, and holding yourself and others accountable throughout the process. Additionally, coordinates professionally and effectively with local elected officials, local government leadership, and developers' representatives in a manner that results in successful partnerships leading to site selections, approved concept designs, and the implementation of economic projects.

Assist Engineering Concepts, Economic Projects, and Statewide Program Managers as part of a matrix organization in developing the vision for projects and statewide programs, including Concept Reports, Bridge Concept Reports, Interstate Access Reports, Economic Projects, Bridge, Ancillary Structures, Rockfall Mitigation, Pavement, Safety, Traffic Technology and Transportation Improvement Programs by defining critical goals and intended outcomes for the scope, schedule, budget, and quality per the PDN; support the Project Manager by reviewing Scopes of Work in collaboration with Project Teams; effectively coordinating with other units within TDOT to mitigate constructability and maintenance concerns; proactively assessing risk factors; and assessing life cycle costs for use with transportation investment decisions.

Maintain awareness of national best practices related to delivery of transportation projects; 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. Coordinate training and assist with proficiencies focusing on Engineering Concepts, Economic Projects, and Statewide Program competencies that drive performance.

Guide the development and implementation of a tracking mechanism in partnership with the TDOT Information Technology Division to ensure the scope, schedule, budget, and quality of all Engineering Concepts, Economic Projects, and Statewide Program deliverables support the delivery of the Department's Work Program while also ensuring compliance with Federal and State regulations, laws, standards, and policies.

Maintains and provides guidance for TDOT's current Engineering Concepts, Economic Projects, and Statewide Programs and provides necessary training to ensure consistency and accuracy. Assist in ensuring the Project Management Division 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 Professional Engineer (PE)
- 10 Years of demonstrated competency in a transportation related functional area and project management
- 2 years of demonstrated competency in supervision
- 2 years of demonstrated competency in management

### **Ideal Candidate**

The Director of Engineering Concepts and Statewide Programs provides the foundation for projects that enhance and support the Department's Work Program. Acting as a leader, strategist, and mentor, the Director's chief responsibility is to provide strategic and tactical direction to an extensive team of technical staff, project managers, and stakeholders. It is imperative that the Director foster strong interpersonal relationships while ensuring the

successful implementation of projects through sound project management practices. Quality is paramount and evident in everything they do, from managing external partners to developing performance plans and negotiating contracts. The Director not only ensures that the agency provides high-quality results today, but they also keep an eye on the future, learning from past lessons learned, and focuses on process and discipline integration from project concept through completion. They must be familiar with emerging technology and trends and develop strong, trusting, collaborative relationships inside and outside TDOT.

### **Compensation and Benefits**

Online resources for the State of Tennessee benefits can be found at:

<https://www.tn.gov/partnersforhealth/publications/publications.html>

<https://www.tn.gov/hr/employees1/benefits.html>

<https://treasury.tn.gov/Retirement/Retire-Ready-Tennessee/for-State-Employees>

Application for the TDOT Director of Engineering Concepts and Statewide Programs 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 Monday, July 15<sup>th</sup>.**