

## 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 4,000 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.



### **TDOT Professional Services Director**

Nashville, TN  
\$145,000 annually

#### **Overview**

The TDOT Professional Services Division sets the vision, strategic direction, policy, and tactical application of TDOT's professional services objectives as part of the administration, prequalification process, advertisement, and competitive selection of professional services consultants based on qualifications. The types of services designated as professional services include engineering; alternative contracting; surveying and mapping; architecture; landscape architecture; planning; right of way acquisition and management; construction engineering and inspection (CE&I); and others. The Division procures services under the authority and guidance of federal and state laws, regulations, and rules.

The TDOT Professional Services Division collaborates and supports the strategic direction and goals of the Department to set targeted investment expenditures and performance goals that meet or exceed the expected life cycle targets set for the DOT's infrastructure assets.

The position reports to the Assistant Chief of Engineering and will lead the TDOT Professional Services Division. This position will be required to work collaboratively with the other Divisions and Regions to provide the needed professional services department-wide.

#### **Essential Job Duties**

Provide strategic leadership for the Professional Services Division as part of a matrix structure, focusing on statewide technical policies, procedures, and performance metrics that seek to improve safety and mobility for TDOT employees, professional service consultants, and the traveling public as part of the Department's Work Program

Develop, foster, and maintain professional relationships with internal and external stakeholders to further partnering relationships and minimize impacts to program stability

Ensure the department's Qualifications Based Selection (QBS) is consistent with the Brooks Act, allowing for professional services to be acquired based upon competence and qualifications at a fair and reasonable price for the type of professional services being requested

Lead and mentor managers in creating a culture of accomplishment by communicating expectations, assisting employees in establishing measurable goals, providing timely feedback and training, ensuring the necessary tools required for the employee to achieve their goals are available, and celebrating the achievement of goals with the team

Manage resources, allowing for the Division to perform their roles effectively and efficiently, optimizing the team's ability to successfully address unanticipated challenges

Provide high-level guidance and interpretation of government regulations to effectively resolve issues associated with professional services



Build a culture of continuous learning, enacting a succession planning process that recruits staff, develops leaders both functionally and culturally, and ensures continuity of critical roles and employee retention for the Division

Develop budgets and manages financial performance in alignment with TDOT financial processes to ensure transparency and accountability

### **Qualifications**

Education and Experience:

1. Bachelor's degree
2. 10 years of increasingly responsible professional services related experience consisting of at least 4 years of management experience which includes at least 2 years of program/process management and at least 2 years of personnel supervisory experience.
3. Brooks Act and Alternative Contracting experience is preferred.

### **Knowledge, Skills, Abilities, and Competencies**

- Knowledge of federal regulations, like the Brooks Act of 1972, and other rules for the procurement of professional services
- Knowledge of human resource management related to hiring, training, mentoring, discipline, and termination
- Knowledge of the principles in leading groups to achieve the desired objectives, including conflict resolution
- Skilled in creative and innovative problem solving, emotional intelligence, and promoting cooperation and commitment within the team to achieve goals and deliverables
- Skilled in effective communication, delegation, decision-making, team building and time management
- Ability to use writing skills to explain complex or technical concepts
- Ability to resolve conflicts, coach and motivate others, build high performing teams, and create a culture of accountability, collaboration, and accomplishment
- Ability to develop and maintain working relationships and communicate with both internal and external business partners
- Demonstrated ability to manage multiple program areas and teams

### **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 Professional Services Director 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 Wednesday, March 22<sup>nd</sup>.**