

## 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. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



### **Professional Services Team Lead**

Professional Services Division - Professional Services Section  
\$106,932 annually

#### **Job Overview**

The Professional Services Team Lead will lead, mentor, and train the Professional Services Team through empowerment, communication, and delegated authority. This position will develop work plans that align with the Professional Services Team's strategic vision and will effectively delegate authority and responsibility, when applicable while ensuring the availability of resources for the Professional Services Team to be successful.

This position will implement Department policies, discipline-specific technical guidance, procedures, and manuals for advertising, longlisting, shortlisting, final selection, contract negotiation, contract execution, and contract maintenance in conformance with the Brooks Act for the procurement of professional services. The Professional Services Team Lead will guide the Professional Services Team in assisting each Division with the development of professional services scopes, and implementation of the Quality Assurance Program as part of the Department's Work Program. The Professional Services Team Lead will supervise technical staff and will implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Professional Services Team Lead will pilot national best practices within the Professional Services team and will report and recommend ideas that drive innovation and efficiency.

#### **Essential Job Responsibilities**

Manage resources and staff utilization to allow for the Professional Services Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully address unanticipated challenges. Provide support to Project Managers in the procurement of engineering and design-related services by preparing contracts for advertisement and ensuring compliance with applicable procedures; executing contract amendments; monitoring contract terms for active Professional Services contracts and coordinating the required contract actions; verifying funding availability prior to advertising; evaluating audit packages and facilitating negotiations ensuring projects are closed out; and participating in depositions.

Integrate Quality Management into all deliverables in compliance with the Professional Services Quality Assurance Program for the purpose of reducing errors and increasing efficiency. Assist the Professional Services Team with quality assurance tasks as per the Quality Assurance process.

Assist in the development of Consultant Acquisition Plans (CAP) for professional engineering services related to the Brooks Act.

Manage change by serving as the bridge between executive direction and the envisioned change, clarifying the vision, taking ownership of the change, communicating effectively, remaining transparent, and holding yourself and others accountable throughout the process.

Assist Project Teams as part of a matrix organization by guiding and assisting the Project Manager and the Project Team on contracting processes and procedures to ensure compliance with the Brooks Act, confirming the responsiveness of consultants' letters of response or technical proposals with respect to the project advertisement or the request for proposal; organizing and facilitating meetings with consultants and projects managers for all procurement related matters; assisting with enforcement of subconsultant percentages by the prime, reviewing recommendations to the Selection Committee to ensure recommendations conform with procedural requirements, and coordinating with TDOT staff in addressing award questions.

Lead the Professional Services 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.

Remain current on revisions to all applicable federal and state regulations and guidelines applicable to consultant services, participate in statewide meetings, and provide interpretations for both new and existing policies and procedures related to consultant services.

Implement and maintain the Division's tracking mechanism that ensures all Professional Services workflow items are addressed within the time constraints laid out by the project's schedule, including all required training needed by TDOT staff for procuring consultants consistent with the Brooks Act.

Assist in ensuring Professional Services 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 Engineering, Business, or related field
- 5 years of demonstrated competency in the procurement and/or administration of transportation engineering contracts;

OR

- Associate degree in related field
- 7 years of demonstrated competency in in the procurement and/or administration of transportation engineering contracts;

### **Ideal Candidate**

The Professional Services Team Lead is a critical resource for the agency. Their knowledge of professional services procurement, contracting, and the Brooks Act makes them an integral part of the team. Their deep technical knowledge and skills don't distract from their equally proficient skills as collaborators and team players. At heart, the Professional Services Team Lead is both a problem-solver and a mentor. They are passionate about finding the best professional services contracting solution to ensure ultimate project success.