



Tennessee Department of Transportation Region 3 – Nashville, TN

Position Opening

The Tennessee Department of Transportation is accepting applications for the Region Director of Project Development. This position is an Executive Service position and is located in Nashville, Tennessee.

Applications for the Director position require completion and submission of the following two items:

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

The above two items should be provided to Delaine Linville, Assistant Chief of Administration by 4:30 p.m. Central Standard Time on, Monday, November 2, 2015.

For additional information you may contact Delaine Linville at Delaine.Linville@tn.gov or 615-532-6795.



Director – Regional Project Development

Minimum Qualifications

1. Education and Experience: The minimum required knowledge, skills, and abilities to satisfactorily perform job duties are acquired through graduation from an accredited college or university with a bachelor's degree in civil engineering, transportation management, or related discipline and five years of related engineering and management experience. At least five years of supervisory experience is required. A Professional Engineering License is preferred. Possession of a master's degree in civil engineering from an accredited college or university may be substituted for two (2) of the required five (5) years of experience.

Position Description

Under general supervision and direction, directs the administrative, engineering and technical activities of a Regional Project Development Office responsible for a twenty (20) plus county geographical area. The position is responsible for policy, community outreach, design, right-of-way acquisition, utility relocation and special projects.

1. Provides Overall Leadership and Direction for Regional Project Development Office
 - Coordinates scheduling of major initiatives and projects.
 - Develops and recommends the division budget.
 - Establishes and maintains relationships with other divisions to advance overall objectives.
 - Maintains relationships with local and state partners in the advancement of the business of the Department.
 - Establishes expectations and accountability for Project Development Office employees.



2. Manages Staff

- Hires or delegates and approves hiring of staff; interviews job candidates; disciplines/terminates or approves discipline/termination of individuals following TDOT and State of Tennessee guidelines and policies.
- Ensures the professional development of staff; trains or oversees training of staff; provides developmental opportunities and monitors progress for direct reports.
- Administers or oversees administration of TDOT and State personnel policies and procedures.
- Assigns and oversees work; develops job performance plans with subordinates; monitors work progress and quality; coaches staff concerning job performance; provides feedback; completes annual performance reviews; oversees supervision by subordinates.
- Communicates policies and direction to staff through staff meetings, written communication, and individual meetings.

3. Directs all Regional Project Development Activities

- Provides oversight of Roadway Design, ROW Acquisition and Utility Relocation for projects under development. Monitors project status and budget to insure timely and fiscally responsible delivery.
- Provides oversight of Survey activities for projects under development and under construction. Monitors project status and budget to ensure timely and fiscally responsible delivery.
- Provides oversight of Human Resources activities to insure State and Federal Rules and Regulations are adhered to.
- Provides oversight of Special Projects including development and administration of Regional Pavement Management program.
- Reviews recommendations regarding needed safety projects and other improvements to the roadway network that could improve the flow of traffic and safety.



4. Assists Headquarters Staff in the Development of Policies and Procedures
 - Interacts with Division Directors, Chief Engineers Office, Community Relations, Bureau of Environment and Planning, Bureau of Administration and Commissioners Office to develop, or improve existing Policies and Procedures.

Other Job Duties

Performs other job duties as assigned.

1. Performs public contact and liaison work with local officials and general public. Interprets design plans and explains projects under development.
2. Obtains information for legal staff and other personnel to be used in court proceedings concerning engineering projects; prepares testimony; testifies in court.
3. Works with Community Relations staff to provide data and responses to media inquiries. Performs live, on camera, interviews.