

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.



Permit Compliance Manager

Environmental Division – Permit Compliance Section

Nashville, TN

\$110,004 annually

Job Overview

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

This position will assist in the development of Department policies, provide for compensatory mitigation measures that offset unavoidable impacts to streams and wetlands, acquire water quality permitting for transportation projects, and assist TDOT facilities and construction sites in maintaining compliance with environmental requirements. The Permit Compliance Manager will supervise Team Leads in addition to technical staff and will develop performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Permit Compliance Manager will research national best practices to drive innovation and efficiency within each technical unit as part of the Permit Compliance Section.

Essential Job Responsibilities

Manage resources and staff utilization and assist Project Managers in the management of external partners together with the Professional Services and Procurement Divisions, including the negotiation of contracts, review of consultant invoicing, development of contract scopes, management of contract tasks, and completion of consultant evaluations.

Establish and ensure that there is a direct relationship between quality and work outcomes by developing and implementing standards for the Permit Compliance Section. Coordinate with the Quality, Policy, and Standards Team Lead in assisting with quality control tasks as per the TDOT Quality Assurance Process with respect to the Project Delivery Network (PDN) and non-PDN project related activities.

Assist in the development of a Consultant Acquisition Plan (CAP) by providing strategic leadership for the utilization of consultants supporting TDOT's program and project delivery and oversee consultant activities to ensure quality products and services are provided. Serve on selection committees for professional engineering and non-engineering services. Provide support in the development of the Request for Proposal (RFP) by attending project-specific marketing meetings, determining scoring criteria, participating in project information sessions, serving as a scorer as part of the

consultant acquisition process, and attending de-briefs with consultants., including those projects for which Alternative Delivery methods are applied.

The Department is going through several changes and transitions. For the Permit Compliance Section, manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Assist Project Teams, as part of a matrix organization, in developing the project vision for those projects having the highest complexity; define environment-related critical goals and intended outcomes for the scope, schedule, budget, and quality in coordination with the Project Manager; support Project Management staff by writing the Environmental Scope of Work in collaboration with other Environmental Division Units, TDOT Roadway, TDOT Maintenance, and TDOT Construction; proactively coordinate with other units within TDOT to assess risks, ensure consideration of constructability, operations and maintenance concerns, and develop solutions based on overall lifecycle costs as part of Functional Design Plans development per the Project Delivery Network (PDN); and forecast the cause and effect of implementing Alternative Technical Concepts (ATCs) related to Alternative Delivery projects.

Lead the Permit Compliance 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.

Remain current on national environmental practices for transportation projects, facilities, and operations activities; 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; and integrate environmental considerations and statutory and regulatory requirements into TDOT's environmental mitigation, permitting, and compliance documents for capital, operations, and facilities projects.

Develop and implement a tracking mechanism that ensures the scope, schedule, budget, and quality of all environmental projects support the delivery of the Department's Work Program while also ensuring compliance with Federal and State environmental permits and regulations.

Assist in ensuring Permit Compliance 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
- 8 years of demonstrated competency in an environmental program (e.g. Natural, Physical, Social or Environmental Sciences; Archeology or Cultural Resources; Environmental or Civil Engineering) that includes at least 2 years of demonstrated competency in supervision.
- Experience in planning, engineering, operations, or administration specific to the transportation industry is preferred but not required.

Ideal Candidate

The Permits Compliance Manager is clearly an environmental visionary, ensuring the most complex projects meet environmental commitments through innovative and forward thinking. They are a vital leader and team member whose opinion is valued and respected. They are adept at collaborating with the Project Teams throughout the project development process. They possess confidence and are at ease speaking with Department leadership as a subject matter expert about environmental issues. They develop innovative solutions that meet the project's desired outcomes and align with the Environmental Division's strategy. Simply put, they are charged with protecting the

organization and the environment. This requires the Manager to understand risks and balance the tradeoffs between environmental considerations and project outcomes. They are adept at making prudent decisions about which risks to accept and mentor and lead their team to do the same. The Permit Compliance Manager has a hard-to-find skill set that can make decisions that balance regulations, innovation, constructability, and total cost of ownership.