



Tennessee Department of Environment and Conservation

Program Manager for Facilities Management

Division of Tennessee State Parks, Bureau of Parks and Conservation

Annual Salary Range: \$49,440 - \$88,992

About the Tennessee Department of Environment and Conservation (TDEC)

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards;
- Protecting and improving the quality of Tennessee's land, air, and water, and
- Managing the system of 56 Tennessee State Parks and 85 Natural Areas

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

Summary & Distinguishing Features

This position will supervise a Facility Management staff along with the architect and engineering consultants. The position will be responsible for annual capital project budget requests including developing scope, estimates, and business cases. The Program Manager will coordinate with the State of Tennessee Department of General Services Project Management team to ensure projects meet Tennessee State Parks' mission and requirements. The position is also the point of contact between project managers and State Park personnel. This position will be located at TDEC's Central Office in Nashville, TN and is a state-wide position requiring overnight travel.

Duties and Essential Functions

The TDEC Program Manager for Facilities Management primary responsibilities include:

- Provide program/project management for over \$60 million in capital projects including developing annual program management and strategic plans to prioritize capital projects.
- Coordinate with the Department of General Services Project Management team to ensure projects meet State Parks mission and requirements along with developing a knowledge and understanding of State Building Commission (SBC) policies and procedures.
- Write and review specifications, prepare estimates, follow schedules, review drawings and ensure all projects are in compliance with national, state and local codes and trade standards.
- Provide technical support to State Parks' regional maintenance offices.

- Become knowledgeable with a diverse portfolio of assets including State Park inns, campgrounds, visitor centers, marinas, sewage treatment systems and other recreational based facilities.

Competencies

- Proven leadership skills – able to influence and motivate others to achieve quality results in an effective and efficient manner. Competent at formulating long-range and strategic plans.
- Strong interpersonal skills dealing with people at all levels within the organization, as well as external stakeholders, including high level contacts in state, local and federal government – as well as private entities, conservation organizations, corporate sponsors, and general public, and at times the media.
- Ability to write and review specifications, drawings, and prepare estimates for specific projects.
- Can anticipate future consequences and trends accurately; has broad knowledge and perspective.
- Accurately scopes out length and difficulty of projects; anticipates and adjusts for problems and roadblocks.
- Gets more out of fewer resources; can simplify complex processes.
- Can hammer out tough agreements and settle disputes equitably.
- Is dedicated to meeting the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customer and gains their trust and respect.

Qualifications

Qualified candidates should possess a Bachelor's degree preferably in engineering, architecture, or construction management or related field and have 5+ years' professional experience. Preferably possess an engineering degree in a field such as civil or mechanical engineering. Licensed as a Professional Engineer in the State of Tennessee is preferred but not required. Other educational backgrounds in technically compatible fields will be considered.

All interested candidates should submit via email (TDEC.Careers@tn.gov) resume and cover letter to Beth Smith, Director, Office of Talent Management. The position will remain posted until September 15, 2016. Additional questions regarding the position should be sent to TDEC.Careers@tn.gov.

Beth Smith, Director, Office of Talent Management

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TDEC is an AA/EEO/ADA equal opportunity employer.