

# Transportation (NEPA) Manager 1

**Location:** Nashville, TN 37243

**Status:** Full Time  
Employee

**Career Level:** Experienced NEPA  
Manager

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## CONTACTS

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## Environmental Analysis Office Overview

The Environmental Analysis Office is responsible for the preparation of environmental documents required for the National Environmental Policy Act (NEPA) for federal and state funded transportation projects in Tennessee.

This office compiles and collates information on various social, economic and environmental issues for each transportation project. This information includes a discussion of the purpose and need, social and economic structure of the affected community, land use, farmland, energy, conservation, floodplains, hazardous waste, visual concerns as well as the construction impacts.

This information, combined with the technical studies reports containing information about impacts to streams, wetlands and other ecological and water resources, historical and archaeological resources, air quality and noise, is presented in the environmental documents. These documents range from the most basic Categorical Exclusion to the most complex Environmental Impact Statement.

## POSITION SUMMARY

TDOT Environmental Division is currently seeking a NEPA Manager to join our expanding NEPA Office. The ideal candidate for this position will apply their NEPA and state and federal regulatory knowledge towards the assessment of transportation projects, along with assisting in the preparation and review of environmental documents.

## ESSENTIAL FUNCTIONS

### • **Project Management:**

Facilitate production and delivery of NEPA documentation with NEPA Project Coordinators, Local Public Agencies and NEPA on-call consulting groups.

### • **Develop/review NEPA documents for transportation projects:**

Categorical Exclusions, Re-evaluations of various levels of environmental documents.

Analyze data related to NEPA documentation, reviews NEPA documents to ensure quality and correctness of documents in a timely manner.

### • **Coordinate with internal and external stake holders:**

External agencies include, but are not limited to, the Federal Highway Administration (FHWA), and various Cities/Counties.

Internally coordinate with design professionals, technical resource experts, and the overall project team to identify opportunities for avoiding and minimizing potential impacts

Assist with implementing public involvement programs and outreach activities

## KNOWLEDGE, SKILLS AND ABILITIES

- Aptitude for maintaining a professional attitude and attention to detail while managing high volumes of projects
- Excellent technical writing skills and verbal communication skills
- Strong organizational, task, and time management, deductive reasoning, and analytical skills with the ability to prioritize and multi-task with attention to meeting project schedules
- Proficiency with the Microsoft Office suite. Knowledge of ArcGIS desired.

## QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree in planning, engineering, natural sciences, or related fields, 5 years of experience with a demonstrated working knowledge of NEPA and 3 years of supervisory experience