

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.



Planning & Environmental Technical Specialist

Aeronautics Division – Project Development and Delivery Section, Planning & Environmental
\$61,200 – \$70,680 annually

Job Overview

The Planning & Environmental Technical Specialist supports sustainable and compliant airport development through the use of comprehensive planning and the preparation of environmental documentation. This position is responsible for collaborating with internal and external stakeholders, including TDOT Aeronautics Teams, other TDOT Divisions, the Federal Aviation Administration (FAA), State and local government officials, airport sponsors, and the general public to facilitate the development of accurate environmental documentation and completion of efficient project reviews.

The Planning & Environmental Technical Specialist assists in implementing the quality assurance program as part of Aeronautics Division activities to reduce errors and delays, and to ensure adherence to the Airport Capital Improvement Plans (ACIPs) and annual programming. This position supports innovation for the Planning & Environmental Team that improves efficiency, effectiveness, reliability, and safety of public-use airport airfield assets in the State's system.

Essential Job duties of Technical Specialist I, II, and III include:

Implement Federal and State environmental policies, technical guidance, procedures, rules, regulations, and laws related to airport projects. Assist with developing, implementing, and maintaining statewide processes that effectively support consistent compliance reviews. Support risk mitigation efforts by assisting with identifying potential environmental, regulatory, funding, or other factors that may impact airport projects.

Assist with compliance reviews, document preparation, and timely follow-up on identified issues. Assist with reviews of environmental documentation and with providing environmental guidance for Federal and State regulations, including the National Environmental Policy Act (NEPA). Assist with Airport Layout Plan (ALP) reviews to confirm consistency with safety regulations and operational needs. Support Aeronautics Division efforts to collaborate and coordinate with airport owners, agencies, and other stakeholders to ensure funding compliance and infrastructure integrity.

Appointed as the SME over specific simple to moderate projects and topics as directed by the TDOT Planning & Environmental Team Lead. Some possible subjects are as follows: the Exhibit A Program, the Art Contest, ALP Cost Tracking, Environmental Cost Tracking, General Aviation Regional Meeting Facilitation, Project

Initiation Checklist, and Based Aircraft Updates.

Under the direction of the TDOT Planning & Environmental Team Lead and subject matter expert (SME), support the development of key Planning & Environmental Team deliverables, including, but not limited to, airport master plans, ALPs, airport capital improvement plans (ACIPs), and other planning study reports. Support efforts to adhere to ACIPs, including associated programming of annual funding, and confirm that all projects are submitted for management review in advance of being submitted to the Tennessee Aeronautics Commission (TAC) and the FAA.

Assist with evaluating project feasibility using information from preliminary studies, surveys, cost estimates, and applied knowledge of the limitations and requirements of various funding options. Assist with efforts to track project requests, change orders, and completion documents. Support efforts to track ongoing projects to confirm performance metrics are being met. Assist with completing project invoice processing tasks by the established deadlines, including confirming invoice status, as needed. Assist with completing project closeout tasks consistent with Aeronautics checklist requirements.

Provide exceptional customer service to both internal and external customers, including providing technical support to Project Managers and Project Team members, while coordinating with other disciplines as part of a matrix organization, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Assist in ensuring the Planning & Environmental Team deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement and an established track record of success.

Additional Job duties for the Technical Specialist II and III include:

Perform assigned duties for the development of a Consultant Acquisition Plan (CAP) including serving on selection committees for professional engineering and non-engineering services, participating in the development of the Request for Proposal (RFP), determining scoring criteria, participating in project information sessions, serving as a scorer as part of the consultant acquisition process, and attending consultant de-briefing meetings.

Investigate potential areas of risk with the Planning & Environmental Team Lead by independently evaluating data to determine underlying causes and recommended solutions. Identify, evaluate, propose, and implement project control issues related to workflow processes, scheduling, quality, compliance, and/or project planning to improve efficiency and accuracy of deliverables.

Communicate with airport owners, agencies, contractors, and consultants to address issues involving compliance and/or invoice processing.

Additional Job Duties for the Technical Specialist III include:

Engage the Planning & Environmental Team Lead and other appropriate Aeronautics Division staff to facilitate the development and presentation of training that addresses process and/or regulation updates, best practices, acquired knowledge, risk management, TDOT performance metrics, and emerging aeronautics technologies for the purpose of improving team performance, creating a stronger understanding of the aeronautics industry, inspiring new ideas, and developing skills.

Ensure training, mentoring, and quality control for the work of other Planning & Environmental staff. Coordinate with internal and external Aeronautics Division stakeholders to identify and resolve moderately complex issues.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

- Bachelor's Degree
- 1 year of demonstrated competency in aviation planning, environmental studies, or a related field

TDOT Technical Specialist III

- Bachelor's Degree
- 2 years of demonstrated competency in aviation planning, environmental studies, or a related field

The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.

Ideal Candidate

This position is a career path series position within TDOT. The Planning & Environmental Technical Specialist I, II, or III possesses a diverse range of abilities that support aviation planning, environmental documentation and reviews, and project development. They ensure document accuracy and compliance with Federal and State regulations and established processes. Their attention to detail and proactive follow-up are crucial. Their exceptional analytical skills enable them to evaluate complex data and make informed decisions, ensuring the successful completion of projects and tasks. The Planning & Environmental Technical Specialist I, II, or III possesses articulate communication and interpersonal skills to effectively collaborate with internal and external stakeholders, fostering a team-oriented environment.