

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.



Statewide Planning Technical Specialist

Planning Division – Statewide Planning and Program Development Section
\$61,812 - \$70,680 annually

Job Overview

The Statewide Planning Technical Specialist will support Planning by coordinating statewide planning responsibilities with Metropolitan Planning Organization (MPO) and Regional Planning Organization (RPO) transportation planning activities, economic development strategies, and related multistate planning efforts. This position is responsible for collaborating with TDOT Divisions as part of a matrix organization to facilitate development of statewide planning documents.

This position supports administration of the State Planning and Research Program (SPR) (excluding Subpart B) and for ensuring compliance with federal requirements through coordination with Federal, State, and local agencies, and the general public during development of statewide planning documents. The Statewide Planning Technical Specialist has a working knowledge of TDOT Work Program development and effectively communicates project status updates as needed in support of the successful delivery of the Department's Work Program.

The Statewide Planning Technical Specialist assists in implementing the Quality Management Program as part of the Planning Division's activities to eliminate rework and manage risk. This position must effectively articulate project information and planning concepts through training and collaborating as part of a matrix organization.

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

Develop the Statewide Long Range Transportation Plan (SLRTP), the Statewide Transportation Improvement Program (STIP), and the State Public Involvement Process consistent with Federal and State requirements in cooperation with the MPOs and RPOs and in consultation with the Tribal Governments. Update statewide planning documents consistent with requirements.

Coordinate with the Program Development staff and others to review, update, and approval of the STIP and the Transportation Improvement Program (TIP) amendments with FHWA. Ensure the STIP is fiscally constrained in nonattainment and maintenance areas in accordance with the Clean Air Act and FHWA guidance.

Support the development of statewide and TDOT-initiated transportation plans initiated by other TDOT Teams including the Statewide Active Transportation Plan, the Multimodal Freight Plan, the Statewide Rail Plan, the Bicycle/Pedestrian Plan, the Mobility and Accessible Transportation Strategic Plan, the Statewide Management

Plan (transit) and others to ensure all plans are integrated, complimentary, and considered during the development of long-term and near-term planning and programming processes.

Support development of statewide and TDOT-initiated regional transportation studies, including congestion analyses, traffic impact studies, corridor plans, household travel surveys, access management strategies, and others.

Provide exceptional customer service to project stakeholders by facilitating the sharing of project information that is organized and understandable to technical staff and the general public. Exercise effective listening skills, provide prompt responses, and communicate effectively. Promote transparency, responsiveness, and clarity by removing barriers to communication and maintaining well-organized documentation.

Implement policies, standards, guidance, and a data management system that promotes statewide uniformity and consistency of the Statewide Planning and Program Development Section deliverables. Implement records retention policies for use and compliance with Records Disposition Authorization (RDA) requirements.

Research and implement emerging processes, procedures, and technologies that improve the efficiency, effectiveness, reliability, sustainability, and safety of TDOT's transportation network. Stay current on national best practices, regulatory changes, and peer agency innovations.

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

Perform consultant prequalification, assist in the selection process, review and process invoices, and complete performance assessments. Contribute to the development and implementation of policy for consultant submittal requirements and compliance with state and federal procurement regulations.

Assist in preparing presentations for meetings, workshops, and webinars. Facilitate and guide discussions related to planning studies and technical analyses. Support the communication of planning processes, document preparation and updates, and program information to both internal and external stakeholders.

Additional Job Duties for the Technical Specialist III include:

Provide training to Headquarters and Region leadership and staff related to planning requirements, analyses, and documentation. Conduct routine collaboration to address trends, share lessons learned, and promote consistency across statewide planning practices.

Mentor TDOT staff in areas such as planning processes, planning documents, and federal documentation requirements. Serve as a subject matter expert on best practices and regulatory compliance related to planning deliverables.

Perform quality assurance reviews of planning work products and planning documents to ensure all federal and state requirements are met. Ensure that project records, datasets, and critical documentation are consistently maintained and in alignment with TDOT's performance goals and data management standards.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

- Bachelor's Degree
- 1 year of demonstrated competency in transportation planning, business administration, accounting, or related field

TDOT Technical Specialist III

- Bachelor's Degree
- 2 years of demonstrated competency in transportation planning, business administration, accounting, or 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

The Statewide Planning Technical Specialist I, II, or III possesses a diverse range of abilities that supports Planning. They excel in communication and collaboration with internal and external stakeholders at all levels. Their attention to detail and proactive follow-up is crucial. They ensure document accuracy and compliance with Federal and state planning requirements and established processes. They are committed to fostering collaboration and promoting transparency and thrive in a dynamic, team-oriented environment. The Statewide Planning Technical Specialist II and III possesses exceptional communication and outreach skills, enabling them to clearly articulate transportation strategies and engage with diverse stakeholders.