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.

Maintenance Transportation Worker
District Operations – Maintenance
$44,004 - $53,628 annually

Job Overview

The Maintenance Transportation Worker plays a vital role in ensuring TDOT's infrastructure operates efficiently, safely, and remains in good working condition. This position supports the preservation of TDOT's infrastructure and public safety by performing daily maintenance tasks and operating equipment to maintain roads and facilities. Responsibilities include operating heavy machinery, vehicles, power equipment, and standard hand tools to support the preventive maintenance, inspection, repair, and construction of roads, structures, and roadside features throughout the State's transportation system. These efforts help extend the life of assets and ensure responsible use of public resources.

This position performs duties in compliance with Department policies, standard operating guidelines, procedures, and specifications, while also following directives from the Foreman to achieve desired outcomes. The Maintenance Transportation Worker requires full accountability for task completion, safe equipment operation, and overall highway maintenance activities.

This position strengthens maintenance activities within the Team and assists in delivering high-quality work within a defined scope, schedule, and budget. The Maintenance Transportation Worker works under the guidance of experienced team members, gaining the knowledge and skills needed to improve operational efficiencies and contribute to implementing innovative best practices. This position will take on more responsibilities as expertise is developed.

Essential Job Responsibilities of the Transportation Worker 1, 2, and 3 include:

Under intermittent direct supervision, perform routine maintenance work on TDOT infrastructure to ensure safety and operational efficiency. Tasks include identification, repair, and installation of signs, delineators, mailbox supports, and posts. Perform roadway maintenance and repair, including litter pickup, debris and carcass removal, mowing, shoulder maintenance, snow and ice removal, drainage structure cleaning and replacement, vegetation removal, pothole repair, and traffic control. Operate light and heavy equipment. Perform preventive and minor maintenance on TDOT assets, by identifying deterioration and other deficiencies.

Assist in integrating quality management into maintenance activities in alignment with Asset Management goals. Promote a safety-focused work environment by recognizing and communicating hazards, assessing risks, and mitigating safety concerns. Assist in the selection of appropriate technology based on an understanding

of pertinent processes. Apply TDOT Policy 305-01 with Table A (PPE Guide), TDOT Occupational Health and Safety (OHS) Policies, and the Manual of Uniform Traffic Control Devices to establish and maintain safe and effective work zones. Assist the Maintenance Foreman by taking all required safety and flagging training.

Assist in tracking data related to employee time, equipment, and material usage on projects.

Assist in the proper operation and basic maintenance of TDOT equipment, such as dump trucks, trailers, pickups, loaders, tractors with mowers, sweepers, rollers, forklifts, skid steers, excavators, and other machinery as needed, including conducting pre- and post-trip inspections. Accurately track equipment usage.

Provide excellent customer service to both internal and external customers. Assist with mentoring and offer basic technical support related to maintenance tasks. Gain an understanding of team roles within projects and work well with other teams. Assist the public during emergency situations. Effectively communicate with team members to learn objectives, listen carefully, respond quickly to requests, keep accurate records, and communicate clearly. Prioritize safety in all tasks.

Participate in the Transportation Worker Proficiency Program by completing all required training and documentation. Maintain your Personal Advancement Log (PAL), submit necessary records on time, review module materials carefully, and prepare for scheduled exams and demonstrations. Engage actively in the program to develop your skills and advance in your role.

Operate equipment to clear ice and snow from highways and bridges, assist with setting up warning signs, and carry out other duties as needed during severe weather and emergency situations, such as floods, tornadoes, snowstorms, vehicle accidents, and hazardous material spills. Communicate effectively with the foreman, peers, and emergency crews about lane closures, incident severity, the status of emergency responses, and other critical information. Keep accurate records of all activities and details during roadside operations, work sites, and emergencies. Stay up to date on training related to emergency operations.

Assist in providing support to local law enforcement officials at crash sites; assist stranded motorists as required.

Essential Job Responsibilities of the Transportation Worker 2 and 3 include:

Under general supervision, perform moderately complex maintenance work on TDOT transportation infrastructure including the identification, repair, and installation of signs, delineators, mailbox supports, and posts. Perform roadway maintenance and repair, including litter pickup, debris and carcass removal, mowing, shoulder maintenance, snow and ice removal, and traffic control. Operate light and heavy equipment. Perform preventive and minor maintenance on TDOT assets, including the identification of deterioration and other related transportation structure deficiencies. Understanding team roles within projects, effectively communicating with team members to learn objectives, and prioritizing safety in all tasks.

Utilize data from various tasks, such as investigating complaints, inspecting road and bridge conditions, and identifying right-of-way encroachments. Support the tracking of data related to employee time, equipment use, and material consumption on projects to improve efficiency and inform decision-making.

Ensure the proper operation and basic maintenance of TDOT equipment, including dump trucks, trailers, pickups, loaders, tractors with mowers, sweepers, rollers, forklifts, skid steers, excavators, and other machinery as needed. Accurately track and report equipment usage. Support the Maintenance Foreman by coordinating and verifying that employees complete and maintain certifications for Work Zone Safety Training, Traffic Incident Management Training, and Flagging Training as required.

Essential Job Responsibilities of the Transportation Worker 3 include:

Execute complex maintenance projects on TDOT infrastructure, mastering project-specific procedures, plans, and specifications. Hone skills in interpreting construction plans, standard drawings, and schematics to accurately determine quantities, placement, and activity details, ensuring compliance with state and federal regulations. Oversee and monitor highway maintenance contracts to maintain quality and adherence to standards. Develop a thorough understanding of team roles within projects, communicate effectively to align with objectives, and consistently prioritize safety to ensure efficient and secure operations.

Utilize data from various tasks, such as investigating complaints, inspecting road and bridge conditions, and identifying right-of-way encroachments. Track data related to employee time, equipment use, and material consumption on projects to improve efficiency and inform decision-making. Track data trends to help identify potential risks and underlying issues. Assist in generating standardized reports for the Maintenance Rating Program (MRP) and TDOT Executive Leadership for monitoring the Region's progress in meeting the goals of Asset Management. Follow records retention policies in line with Records Disposition Authorization (RDA) requirements and complete documentation related to monitoring and addressing issues affecting highway asset conditions.

Train and ensure proper operation and basic maintenance of TDOT equipment, including dump trucks, trailers, pickups, loaders, tractors with mowers, sweepers, rollers, forklifts, skid steers, excavators, and other machinery as needed. Monitor and track the accurate use of equipment. Support the Maintenance Foreman by facilitating and ensuring that employees complete and stay current with Work Zone Safety Training, Traffic Incident Management Training, and Flagging Training as required.

Oversee and coordinate teams to ensure tasks are completed successfully, including clearly defined roles and responsibilities, adherence to objectives, and open, effective communication. Monitor project progress, offer guidance and support to team members, and ensure all work aligns with project goals, timelines, and quality standards. Foster a collaborative and safety-focused environment to achieve optimal outcomes.

Qualifications

Education and Experience: High school diploma; General Educational Development diploma.

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.

The progression requirements of the tiers of the Transportation Worker Proficiency Program are:

Transportation Worker 1: Fundamental level Transportation Worker. No prerequisites other than High School Education or equivalent. Eligible for promotion to Transportation Worker 2 upon satisfactory review and completion of the required skills and modules* of the Transportation Worker 1 level, including having obtained the appropriate level of Commercial Driver's License based on the employee's age (see Necessary Special Qualifications).

Transportation Worker 2: Intermediate level Transportation Worker. Must have successfully completed the required skills and modules* of the Transportation Worker 1 level. Eligible for promotion to Transportation Worker 3 upon satisfactory review and completion of the required skills and proficiency modules* of the Transportation Worker 2 level.

Transportation Worker 3: Experienced level Transportation Worker. Must have successfully completed the required skills and modules* at the Transportation Worker 2 level.

*Each level of the Transportation Worker Series will have defined core and elective modules that must be completed for eligibility to move forward to the next level of the series.

Necessary Special Qualifications

- Possess and maintain a Class D driver's license valid to operate vehicles in the State of Tennessee.
- Possess and maintain, or obtain at their own expense and within 11 months of hire or promotion to this classification, a Class A Commercial Driver's License with an N endorsement without a Code O restriction (Code 52 restriction is allowable) that is valid in the State of Tennessee.

Ideal Candidate

The Maintenance Transportation Worker is an active member of a team, assisting in maintaining efficient and effective maintenance operations. They learn by observing and participating in daily tasks, gaining experience and knowledge to handle various maintenance responsibilities. The Maintenance Transportation Worker values teamwork and collaboration, working alongside colleagues to complete assignments and adapt to challenges. They communicate with the District Maintenance Foreman to understand maintenance priorities and tasks. With a focus on developing a strong work ethic, they stay organized, engaged, and committed to delivering quality work while supporting the overall success of the team.