

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 Senior Technical Specialist
Aeronautics Division – Project Development and Delivery Section, Planning &
Environmental
\$75,204 annually

Job Overview

The Planning & Environment Senior Technical Specialist serves as the subject matter expert (SME) for the comprehensive planning and environmental activities performed to implement airport development plans and evaluate environmental documentation. This position is responsible for conducting efficient project development that aligns with Federal and State regulations, effectively integrates technical expertise with proactive environmental evaluations, and balances infrastructure, community, and environmental considerations as part of project delivery for the State's public-use airports.

The Planning & Environmental Senior Technical Specialist position requires frequent collaboration with the Planning & Environmental Technical Specialist III, the TDOT Divisions and Regions, the Federal Aviation Administration (FAA), State and local government officials, airport sponsors, and public-use airports. 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 Responsibilities

Support the Planning & Environmental Team Lead with developing, implementing, and maintaining statewide processes that effectively support consistent compliance reviews. This includes actively engaging in the review, evaluation, interpretation, and dissemination of updates to Federal and State regulations to ensure ongoing completion of accurate compliance reviews and environmental documentation. Ensure the appropriate Federal and State agency coordination occurs as part of the development of Planning & Environment Team systems, processes, and procedures. Train and mentor staff regarding the implementation of updates to Federal and State regulations.

Appointed as the SME over specific moderate to complex projects and topics as directed by the TDOT Planning & Environmental Team Lead. Some possible subjects are as follows: Planning Standard Operating Procedures (SOPs), Environmental SOPs and Tracker, Zoning Program, Airport Layout Plan (ALP) Tracker and Scheduler, ALP Template, ALP SOPs, Operations Data Counter Program, Automated Weather Observation System (AWOS) Planning, and Economic Impact Studies supporting the Tennessee Aviation System Plan (TASP) and updates.

Under the direction of the TDOT Team Lead and subject matter expert (SME),

implement 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. Ensure adherence 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.

Initiate efforts with the TDOT Aeronautics Asset Management Team to identify program improvements and to provide technical support to communities regarding terminal and visual navigational aids, Global Positioning System (GPS) approaches, and land use planning. Provide airport Geographic Information System (GIS) updates to the Asset Management Team.

Review, advise, and approve environmental documentation under applicable Federal and State regulations, such as the National Environmental Policy Act (NEPA). Facilitate compliance with the National Historic Preservation Act through coordination with the FAA, State Historic Preservation Officers, and Advisory Councils. Provide regulatory compliance guidance for noise abatement, wildlife management, and other environmental concerns.

Perform assigned duties related to preparing Consultant Acquisition Plans (CAPs), including reviewing independent fee estimates for planning projects to validate consultant fees.

Participate in peer exchanges, fostering collaboration with internal and external partners to share ideas, skills, and insights to get the best results, including but not limited to Tennessee Aviation Association (TAA), National Association of State Aviation Officials (NASAO), FAA, American Association of State Highway and Transportation Officials (AASHTO), state and national committees, Transportation Research Board (TRB), and applicable industry partners.

Engage the Planning & Environmental Team Lead and other appropriate Aeronautics Division staff to lead the development and delivery of statewide training and technical guidance that addresses acquired knowledge and risk management, inspiring new program and project processes, procedures and emerging technologies, and developing skills. Provide expertise, training, and mentoring to TDOT staff regarding Planning & Environment issues and considerations.

Promote and encourage the pursuit of excellence for the Aeronautics Division. Assist with the development and execution of quality management procedures for the Planning & Environment Team to ensure consistent, high-quality achievement and efficient project delivery. Ensure ongoing efforts to improve processes that support quality deliverables.

Provide exceptional customer service to both internal and external customers, including providing technical support to 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. Ensure the Planning & Environmental Team deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement and an established track record of success.

Qualifications

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

OR

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

Ideal Candidate

The Planning & Environmental Senior Technical Specialist is a highly-skilled problem solver with a comprehensive understanding of aviation planning, environmental documentation development, and all associated regulations and requirements necessary to achieve and maintain project compliance. They ensure document accuracy and compliance with Federal and State requirements and established processes. Their attention to detail and proactive follow-up are crucial. They possess exceptional communication and collaboration skills, enabling them to clearly articulate the technical requirements for project development while they are effectively engaging with diverse stakeholders. Skilled in building strong partnerships with cities, counties, and developers, they facilitate effective coordination to align project objectives and stakeholder expectations. They are skilled in data-driven decision-making to support planning, study development, and project reviews. The Planning & Environment Senior Technical Specialist possesses exceptional communication and interpersonal skills to guide and mentor both internal and external stakeholders, cultivate a collaborative team environment, and facilitate efficient project and program delivery.