

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 & Environment Statewide Technical Specialist
Aeronautics Division – Project Development and Delivery Section, Planning &
Environment
Nashville, TN
\$99,864 annually

Job Overview

The Planning & Environment Statewide Technical Specialist ensures sustainable and compliant airport development through the use of comprehensive planning and the preparation of environmental documentation. This position is responsible for assisting the Team Lead with ensuring statewide consistency in the environmental analysis, development of studies, and evaluation of potential aviation projects. The Planning & Environment Statewide Technical Specialist is responsible for assisting the Team Lead and supporting the development, implementation, and update of Airport Capital Improvement Plans (ACIPs) for public-use general aviation airports, ensuring alignment with state and Federal Aviation Administration (FAA) standards. These projects will range in complexity and risk from simple to highly complex. The Statewide Technical Specialist role requires collaboration with other TDOT Aeronautics Teams to identify aviation infrastructure needs related to safety, maintenance, operations, and the environment, and with internal and external stakeholders to ensure project continuity and selection with the use of the State Priority Rating Model.

The Planning & Environment Statewide Technical Specialist works under the direction of the Team Lead to ensure that State and Federal environmental policies, technical guidance, procedures, rules, regulations and laws related to airport projects are current and accurate. This position assists in implementing the quality assurance program as part of Aeronautics Division activities to reduce errors and delays, and to ensure adherence to the ACIPs and annual programming. The Planning & Environment Statewide Technical Specialist reviews, advises, and approves environmental documentation under applicable state and Federal regulations, such as the National Environmental Policy Act (NEPA), and facilitates compliance with the National Historic Preservation Act through coordination with FAA, State Historic Preservation Officers, and Advisory Councils.

Essential Job Responsibilities

Support and serve on Project Teams as part of a matrix organization as the aviation projects subject matter expert: apply technical standards and criteria to develop detailed specifications for aviation planning projects, provide technical support to public-use airports, as requested, assist with property acquisition and relocation efforts, and provide project guidance on regulatory compliance for noise abatement, wildlife management, and other environmental concerns.

Assist the Planning and Environmental Team with the review and evaluation of potential airport projects and preparation of associated environmental documentation. This includes verifying that projects are on the Airport Layout Plan (ALP) and meet State and Federal funding assessments and requirements and overseeing updates to the ALP.

Support and implement innovation for the Planning and Environmental Team that improves efficiency, effectiveness, reliability, and safety of public-use general aviation airport airfield assets in the State's system. Collaborate with internal and external stakeholders to enable effective project delivery.

Integrate quality management into all deliverables in compliance with TDOT Aeronautics Asset Management business objectives and the Aeronautics Division's guidance documents, processes, and procedures. Maximize the Project Team's ability to mitigate risk and address unanticipated challenges related to project development and coordination.

Collaborate with TDOT Aeronautics Asset Management, HQ Divisions, and Regions to identify and document knowledge that includes maximizing project successes, acknowledging national best practices, and incorporating effective solutions gleaned from past challenges. Assist with modifications to applicable policies, procedures, design standards, specifications, and internal standard operating guidelines.

Assist in the development of a Consultant Acquisition Plan (CAP) and serve on selection committees for professional engineering and non-engineering services, as requested. Provide support in the development of the Request for Proposal (RFP) by attending project-specific marketing meetings, determining scoring criteria, participating in project information sessions, serving as a scorer as part of the consultant acquisition process, and attending de-briefs with consultants. For complex projects, support Project Managers and Project Teams in the management of external partners together with the Professional Services Division, including the negotiation of contracts, review of consultant invoicing, development of contract scopes, management of contract tasks, and documentation of consultant performance and qualifications.

Remain current on national best practices, Federal regulations, Tennessee statutes, and project management and delivery practices. Stay current on revisions to design codes, standards, specifications, and guidelines related to airport projects, including trends and technologies; assist with the development of legislation and regulations; participate in regional/national working groups, research, committees, and training opportunities related to aviation project development initiatives that may benefit/improve TDOT's staff and project/program delivery.

Provide exceptional customer service to both internal and external customers, including mentoring and technical guidance 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 the preparation and implementation of airport project development and delivery training and mentoring to TDOT staff and external stakeholders. Provide technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies. As the subject matter expert, prepare for and make presentations at industry conferences to improve team performance, create a stronger understanding of the transportation industry, inspire new ideas, and develop skills as they relate to project delivery.

Assist in ensuring Planning and 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
- 8 years of demonstrated competency in aviation planning, environmental studies, or a related field

OR

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

Ideal Candidate

The Planning & Environment Statewide Technical Specialist is a highly skilled problem solver with a comprehensive understanding of the requirements for preparing Airport Capital Improvements Plans (ACIPs). They excel in supporting multidisciplinary Project Teams by providing technical expertise, strategic guidance, and innovative solutions to drive efficient project and program delivery. Skilled in building strong partnerships with cities, counties, and the general public, they facilitate effective coordination to align project objectives and stakeholder expectations. The Planning & Environment Statewide Technical Specialist possesses exceptional communication and interpersonal skills to guide and mentor both internal and external stakeholders, cultivating a collaborative team environment.