

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.



Grants, Compliance, and Inspections Manager

Aeronautics Division – Grants, Compliance, and Inspections Section
Nashville, TN
\$110,004 annually

Job Overview

The Aeronautics Grants, Compliance, and Inspections Manager will lead, mentor, and train the Grants, Compliance, and Inspection Team Lead, Supervisor, and technical staff through empowerment, communication, and delegated authority. This position will develop work plans that align with TDOT's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the Grants, Compliance, and Inspections Section to be successful.

This position will assist in developing department policies, discipline-specific technical guidance, procedures, and manuals and assist the Grants, Compliance, and Inspections Section in producing deliverables, inputting airport data, and implementing the airport licensing program. The Grants, Compliance, and Inspections Manager will supervise technical staff and develop performance plans, schedules, and budgets, ensuring the expected outcomes, performance, and accountability of each team member. The Manager will research national best practices to drive innovation and efficiency within each technical unit as part of the Grants, Compliance, and Inspections Section.

Essential Job Responsibilities

Manage resources, staff utilization, and program operations to allow the Grants, Compliance, and Inspections Section to perform their roles effectively and efficiently. Optimize the Section's abilities to successfully administer Grants, Compliance, and Inspection programs and projects and Flight Maintenance activities. Facilitate collaboration with Flight Services, Project Development and Delivery, and Drone and Advanced Air Mobility sections, TDOT Divisions, TDOT Regions, Federal Aviation Authority (FAA) and local governments, including coordination with the Tennessee Aeronautics Commission (TAC).

Manage the Grants, Compliance, and Inspections Section staff as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that seek to administer Grants, Compliance, and Inspections programs and the Flight Maintenance activities in a manner that ensures adherence to federal and state requirements and results in outcomes that incorporate high-quality processes and

technologies. Participate in reviewing the annual Airport Capital Improvement Plan (ACIP) with other section leaders to formulate an acceptable, achievable plan.

Develop and manage the financial performance for the Grants, Compliance, and Inspections Section in alignment with TDOT financial processes to ensure transparency and accountability. Ensure all funding obligations that are received are expended within the period of performance, exercising all available funding. Monitor the expenditure of all grants to ensure grant funds are expended before expiration.

Develop and implement quality control and quality assurance processes for the Grants, Compliance, and Inspections and Flight Maintenance Sections' programs, projects, initiatives, and funding to establish and ensure a direct relationship between quality and work outcomes.

Manage change and conflict, clarify the vision, take ownership of the change, communicate effectively, remain transparent, lead by example, and hold yourself and others accountable throughout the process. Track staff performance, ensure training is executed, and coach staff as needed.

Lead the Grants, Compliance, and Inspections Section in providing exceptional customer service to both internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, continual follow-up on delays, and communicating effectively.

Ensure the Section remains current on national best practices as it relates to Grants, Compliance, and Inspections administration and Flight Maintenance. Advocate for the implementation of emerging technologies into the Section's programs and projects that will improve efficiency, resiliency, effectiveness, reliability, sustainability, and the safety of Tennessee's airports. Integrate federal and state requirements into TDOT's guidance documents, processes, and procedures. Participate in peer exchanges with State and local governments and applicable industry partners for key insights and collaboration.

Provide oversight to ensure the Grants, Compliance, and Inspections Section deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Bachelor's degree
- 8 years of demonstrated competency in aeronautics, grants, compliance, or related field that includes 2 years of demonstrated competency in supervision.

Ideal Candidate

The Grants, Compliance, and Inspections Manager is a visionary leader who fosters an inclusive and collaborative team environment, empowering staff through mentorship and accountability. With exceptional communication skills, they build strong relationships across stakeholders, ensuring alignment and clarity in achieving goals. They embrace innovation, integrating emerging technologies and best practices to enhance efficiency, mobility, sustainability, and safety. Proactive and solution-oriented, they connect people and resources to address challenges and deliver consistent, high-quality results. Dedicated to excellence and exceptional customer service, they inspire trust, drive continuous improvement, and advance the organization's mission with passion and integrity.