

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, & Inspections Senior Technical Specialist Aeronautics Division – Grants, Compliance, & Inspections Section \$75,204 annually

Job Overview

The Grants, Compliance, and Inspections Senior Technical Specialist is responsible for ensuring that airports meet safety, operational, and regulatory standards while overseeing the effective management and compliance of airport grants. This position supports the statewide aviation program by conducting and leading airport inspections, monitoring compliance, and managing the maintenance of critical aviation assets through standardized processes. This position also coordinates with Federal, State, and local agencies to maintain airport safety, facilitate funding distribution, and support infrastructure improvements.

The Grants, Compliance, and Inspections Senior Technical Specialist is expected to apply advanced technical expertise, sound judgment, and decision-making skills in all aspects of grant oversight, inspection processes, and compliance monitoring. This position leverages modern tools, including drone technology, to improve data accuracy, enhance issue identification, and inform work plan recommendations. The Grants, Compliance, & Inspections Senior Technical Specialist is required to work independently and collaboratively within a matrix organization, effectively articulating technical concepts through training, mentoring, and stakeholder engagement.

Essential Job Responsibilities

Interpret and apply Federal, State, and local statutes, regulations, policies, grant requirements, and contract provisions to ensure airport safety, operational compliance, and effective grant management.

Assist with statewide airport inspection and compliance processes, using advanced tools and technologies, to collect, analyze, and report on aviation infrastructure conditions. Conduct State compliance investigations and prepare thorough documentation. Coordinate with the Federal Aviation Administration (FAA), State and local governments, airport owners, and the public as part of assisting with compliance processes.

Assist with collecting and maintaining airport data for the FAA Airport Data and Information Portal (ADIP).

Assist with oversight of airport grants management and airport compliance duties and ensure timely execution of grants to allocate funding before expiration. Assist with developing and implementing plans to maintain Federal Grant Assurances.

Support and implement innovation for the Grants, Compliance, & Inspections Team that improves efficiency, effectiveness, reliability, and safety of public-use general aviation airport airfield assets in the State's system. 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. Support efforts to maximize the Project Team's ability to mitigate risk and address unanticipated challenges related to grants management and airport inspections.

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.

Remain current on national best practices, Federal regulations, Tennessee statutes, and grants management, compliance, and inspection practices. Stay current on revisions to design codes, standards, specifications, and guidelines related to airport environments, including trends and technologies. Participate in regional and national working groups, research, committees, and training opportunities related to aviation grants, safety and inspections.

Provide exceptional customer service to both internal and external customers, 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 ensuring Grants, Compliance, & Inspections 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
- 3 years of demonstrated competency in Transit Planning, Grants or Program Management, State and Regional Transportation Planning, Public Administration, Transportation Management, or a related field.

OR

- Master's degree
- 2 years of demonstrated competency in Transit Planning, Grants or Program Management, State and Regional Transportation Planning, Public Administration, Transportation Management, or a related field.

Ideal Candidate

The Grants, Compliance, & Inspections Senior Technical Specialist is a highly organized and detail-oriented professional who is well-versed in aviation safety standards and Federal and State regulatory compliance and airport grant administration. They possess strong decision-making skills and the ability to manage complex compliance and inspection programs independently while thriving in a collaborative team environment. With a thorough understanding of grant assurances, budgeting, inspection protocols, and program eligibility requirements, they ensure efficient and effective execution of airport grants and related compliance activities. The Grants, Compliance, & Inspections Senior Technical Specialist performs daily duties with exceptional accountability, taking full ownership of assigned actions and responsibilities, and ensuring thorough follow-up and follow-through on all program requirements and stakeholder commitments. Additionally, this position excels in mentoring team members and stakeholders, and is committed to maintaining high standards in program oversight, regulatory adherence, and performance reporting for Federal and State funded aviation initiatives.