

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 Statewide Technical Specialist Aeronautics Division – Grants, Compliance, & Inspections Section \$99,864 annually

Job Overview

The Grants, Compliance, & Inspections Statewide Technical Specialist ensures airports meet safety, operational, and regulatory standards while supporting the effective management and compliance of airport grant programs. This position promotes statewide consistency and reliability of airport assets through standardized inspection processes, and upholds safety standards and protocols by identifying and mitigating potential hazards, reducing the risk of accidents and operational disruptions, and fostering a compliant and efficient airport environment. The Statewide Technical Specialist role requires collaboration with the other TDOT Aeronautics Sections to identify aviation infrastructure needs related to safety, maintenance, operations, and the environment, and with Federal, State, and local agencies to maintain airport safety, facilitate funding distribution, and support airport infrastructure improvements.

The Grants, Compliance, & Inspections Statewide Technical Specialist works under the direction of the Team Lead to ensure that Federal and State policies, technical guidance, procedures, rules, regulations and laws related to airport safety are implemented by conducting airport inspections, reporting on and monitoring compliance, and supporting aviation asset maintenance. This position assists with implementing the quality assurance program as part of Aeronautics Division activities to reduce errors and delays, and to uphold safety standards and protocols to create compliant airport environments.

Essential Job Responsibilities

Support and serve on Project Teams as part of a matrix organization as the airport compliance and inspections subject matter expert. Oversee assigned General Aviation Airport inspection processes to ensure continuity, adherence to standards, and compliance with all Federal and State licensing safety requirements. Apply technical knowledge of airport environments and design, along with an understanding of FAA Advisory Circulars, to identify and mitigate potential safety hazards.

Utilize technical expertise in approach categories, lighting systems, airfield markings, pavement conditions, and structural deformations to maintain and enhance General Aviation Airports. Review and interpret Airport Layout Plans (ALPs) to support efforts to determine design standards of runway categories. Conduct inspections to support maintenance operations, which may include using drones to collect obstruction data and perform other inspection activities.

Support all aspects of airport grant management and compliance, including coordinating with funding agencies, monitoring adherence to Federal and State regulations, and maintaining accurate documentation throughout the grant lifecycle. Ensure timely execution of grant agreements, contracts, and disbursements to allocate funding prior to expiration to maximize available resources. Provide guidance to stakeholders on grant requirements, compliance standards, and reporting obligations to promote accountability and effective use of funds.

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.

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 Request for Proposals (RFPs) 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-brief meetings with consultants. Provide support for consultant management including 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 grants management, compliance, and inspections 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.

Assist in the preparation and implementation of grants, compliance, and inspections 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 safety and airport 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
- 8 years of demonstrated competency in aviation planning, environmental studies, transportation, or a related field

OR

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

Ideal Candidate

The Grants, Compliance, & Inspections Statewide Technical Specialist is a strategic thinker and skilled problem solver with a strong grasp of aviation safety standards, regulatory compliance, and airport operations. They bring exceptional analytical skills, sound judgment, and the ability to interpret and apply Federal, State, and local regulations to complex situations. They excel at using modern inspection tools and technologies, including drones, to gather and analyze data, identify potential risks, and develop effective solutions. Highly organized and detail-oriented, they can manage multiple priorities while maintaining accuracy and meeting critical deadlines. The Grants, Compliance, & Inspections Statewide Technical Specialist thrives in collaborative environments, building productive partnerships with Project Teams, agencies, and other stakeholders. They communicate with clarity and professionalism, adapting technical information for diverse audiences and fostering consensus among multidisciplinary teams. With a commitment to continuous improvement, they embrace innovation, leverage data to inform decisions, and consistently seek opportunities to enhance the safety, efficiency, and sustainability of aviation infrastructure.