

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 Team Lead

Aeronautics Division – Grants, Compliance, and Inspections Section
Nashville, TN
\$103,848 annually

Job Overview

The Grants, Compliance, and Inspections Team Lead will lead, mentor, and train the Aeronautics Grants, Compliance, and Inspections Team 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 while ensuring the availability of resources for the team to be successful.

The Grants, Compliance, and Inspections Team Lead will lead the development and implementation of departmental policies, discipline-specific technical guidance, procedures, and manuals related to aeronautics and aviation for incorporation into TDOT's programs and projects. This position will ensure the implementation of the quality assurance program to achieve program efficiency and effectiveness. The Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring each team member's expected outcomes, performance, and accountability. The Team Lead will research national best practices to drive innovation and efficiency within the Grants, Compliance, and Inspections Team.

Essential Job Responsibilities

Manage resources and staff utilization and assist the Grants, Compliance, and Inspections Team in performing their roles effectively and efficiently, optimizing the team's ability to successfully administer grant programs, perform inspections, and ensure compliance. Oversee aviation funding programs, regulatory compliance, and infrastructure inspections to ensure safe and efficient airport operations through airport safety inspections, infrastructure audits, and compliance assessments.

Collaborate with the Flight Services, Project Development and Delivery, and Drone and Advanced Air Mobility sections and teams, TDOT Divisions, TDOT Regions, Federal Aviation Administration (FAA), and local governments, including coordination with the Tennessee Aeronautics Commission (TAC). Ensure effective communication is maintained to promote cohesiveness, innovation, and timely project delivery within the sections and divisions.

Lead the Grants, Compliance, and Inspections team with in-depth technical knowledge of FAA Airport Improvement Program (AIP), Airports Capital Improvement Plan (ACIP), state aviation grant programs, and airport compliance with FAA Part 139, 49, Code of Federal Regulations, and state aviation regulations.

Manage external partners, including developing and advising on contract scopes of work, negotiating contracts/grants, reviewing consultant contract/grant invoicing, managing contract/grant tasks, and completing consultant grading. Work with engineering consultants, project managers, and industry partners to facilitate holistic aviation infrastructure development.

Lead the Grants, Compliance, and Inspections Team in providing exceptional customer service to internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Collaborate with airports, the FAA, state agencies, consultants, and municipal authorities to ensure funding compliance and infrastructure integrity. Identify and make recommendations for improvement of pavement conditions, lighting and signage, operational safety, runway conditions, safety areas, and overall airport operational integrity.

Establish and ensure a direct relationship between quality and work outcomes by developing and implementing quality assurance processes for the Grants, Compliance, and Inspections Team concerning programs, projects, initiatives, and funding. Develop and implement process improvements for grant management, inspections, and compliance monitoring by staying current on FAA policy changes, funding opportunities, and best practices in airport infrastructure oversight.

Assist with managing the policy direction for the Grants, Compliance, and Inspections Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that support adherence to federal and state requirements, including best practices, and improve planning processes. Assist with the financial performance of the Grants, Compliance, and Inspections Team in alignment with TDOT financial processes to ensure transparency and accountability. Incorporate data analysis and performance metrics to enhance funding efficiency and regulatory oversight.

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. Provide technical assistance and training for grant administrators, compliance officers, and airport inspectors, aligning them with the Team's overall mission.

Ensure the Grants, Compliance, and Inspections Team remains current on national best practices as they relate to federal, state, and local aviation processes and procedures; incorporate research, evaluations, and implementation of emerging processes and technologies into the Grants, Compliance, and Inspections responsibilities that will improve efficiency, resiliency, effectiveness, reliability, sustainability, and the safety of Tennessee's transportation network; 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 in developing the Grants, Compliance, and Inspections Team deliverables and ensure they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, production of annual reports as required, and an established track record of success. Ensure that aviation projects are properly funded, compliant with all regulations, and meet safety standards, supporting the long-term sustainability of Tennessee's aviation network.

Qualifications

- Bachelor's degree
- 5 years of demonstrated competency in airport grants, compliance, and inspections or a related field.

Ideal Candidate

The Grants, Compliance, and Inspections Team Lead excels in developing, managing, and administering innovative aviation programs. They demonstrate strong communication, leadership, and team management skills, effectively engaging with stakeholders at all levels. As Team Lead, they provide direction on best practices and state and federal regulations, fostering innovation within their team. They are proactive problem solvers and policy experts, and their role is critical in identifying opportunities to address challenges while planning for the future. The Grants, Compliance, and Inspections Team Lead excels in managing FAA and state grant programs, ensuring regulatory adherence, and conducting safety and operational inspections to support aviation system integrity.