

## 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.



### **Planning and Environment Team Lead**

Aeronautics Division – Project Development and Delivery Section  
Nashville, TN  
\$103,848 annually

#### **Job Overview**

The Planning and Environment Team Lead for the Project Development and Delivery Section will lead, mentor, and train the Planning and Environment 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 Planning and Environmental Team to be successful.

The Planning and Environment Team Lead will support the development and lead the implementation of departmental policies, discipline-specific technical guidance, procedures, and manuals related to aviation planning and environmental considerations 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 and train technical staff and implement performance plans, schedules, and budgets, ensuring each team member's expected outcomes, performance, and accountability.

#### **Essential Job Responsibilities**

Manage resources and staff utilization and assist the Planning and Environment Team in performing their roles effectively and efficiently, optimizing the team's ability to successfully guide airport system planning, airspace management, and environmental compliance to support maintainable aviation development.

Collaborate with the Project Delivery and Asset Management teams and other sections within the division. Ensure effective communication is maintained to promote cohesiveness, innovation, and timely delivery of projects within the section and division.

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 aviation infrastructure development.

Lead the Planning and Environment 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. Assist in the development and lead the

implementation of process improvements for strategic and efficient airport planning by staying current on Federal Aviation Administration (FAA) policy changes, Environmental Protection Agency (EPA) practices, and best practices in airport infrastructure planning through the National Plan of Integrated Airport Systems (NPIAS).

Establish and ensure that there is a direct relationship between quality and work outcomes by developing and implementing quality control and quality assurance processes for the Planning and Environment Team with respect to studies, simulations, and implementation of long-term planning initiatives including environmental impacts. Develop and implement process improvements for airport planning, environmental considerations, and best practices in airport infrastructure development.

Assist with managing the policy direction for the Planning and Environment 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 Planning and Environment Team in alignment with TDOT financial processes to ensure transparency and accountability. Oversee aviation demand forecasting, infrastructure capacity analysis, and facility planning. Manage Environmental Impact Studies/Assessments (EIS/EA), noise studies, and air quality analyses for aviation projects. Ensure compliance with standards such as the National Environmental Policy Act (NEPA), FAA Part 150 (Airport Noise Compatibility), and EPA regulations.

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 knowledge and training to enhance the strategic vision for long-term planning and environmental needs for Tennessee's aviation network.

Ensure the Planning and Environment Team remains current on national best practices as it relates to planning and environmental regulatory compliance through processes and procedures; incorporate research, evaluations, and implementation of emerging processes and technologies into the Planning and Environmental 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 the development of the Planning and Environment 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. Promote quality through data-driven performance reviews of lessons learned during projects.

### **Qualifications**

- Bachelor's degree
- 5 years of demonstrated competency in aviation planning, environmental studies, or a related field.

### **Ideal Candidate**

The Planning and Environment Team Lead excels in developing, managing, and administering innovative planning programs. They demonstrate strong communication, leadership, and team management skills, effectively engaging with stakeholders at all levels. They provide direction on best practices and state and federal regulations, fostering innovation within their team. The Planning and Environment Team Lead is important in fostering sustainable aviation development. They are engaged with stakeholders in guiding airport system planning, airspace management, and ensuring environmental compliance collaboratively. As the Team Lead, they cultivate staff by demonstrating

solutions to challenges and ensuring that aviation development is planned thoughtfully, respects the environment, and meets regulations, helping individuals reach their potential.