

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.



Senior Technical Specialist

Local Programs and Community Investments Division – Community Investments
Section, Air Quality and Alternative Fuels Team
\$75,204 annually

Job Overview

The Air Quality and Alternative Fuels Senior Technical Specialist serves as the subject matter expert providing technical, programmatic, and regulatory support to Project Teams directly responsible for working with local governments on state and federal aid projects. This position is responsible for ensuring project eligibility reviews, program delivery, and stakeholder coordination for initiatives such as the Congestion Mitigation and Air Quality (CMAQ) program, electric vehicle infrastructure development, and clean fleet conversion. These efforts are designed to reduce transportation emissions and advance the adoption of clean fuels and advanced vehicle and infrastructure technologies. This position must effectively communicate program requirements through training, mentoring, and collaboration within a matrix organization.

Essential Job Responsibilities

Measure and support program tracking and documentation efforts. Maintain accurate logs of project data, funding awards, and contract milestones using TDOT systems or spreadsheets. Maintain project files, verify required documentation, and prepare materials to support internal audits, performance reviews, and compliance reporting.

Conduct technical research and emissions modeling using FHWA and TDOT tools to assess project eligibility, quantify emissions benefits, and support grant compliance. Synthesize findings to inform internal reviews and decision-making.

Support the planning and execution of program-related meetings including stakeholder coordination and documentation. Ensure accurate meeting notes, follow-up actions, and summaries are compiled for internal use and shared with partners such as local governments and planning agencies.

Maintain up-to-date knowledge of federal and state policies, including TDOT Local Programs and Community Investments policies, and air quality and alternative fuels oversight best practices.

Assist the Division Director, Manager, and Team Lead in the development and delivery of Local Agency and Community Coordination training and technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies related to transportation to improve team performance, deepen understanding of the transportation industry, inspire innovation, and build technical capacity. Provide mentoring to TDOT staff, consultants, and local agencies. Identify best practices and report on performance metrics that support adherence to federal and

state requirements. Effectively articulate technical concepts through training, mentoring, and collaborating as part of a matrix organization.

Provide exceptional customer service to internal and external stakeholders. Apply effective listening skills, implement air quality and alternative fuels policies and procedures, respond promptly to inquiries, maintain accurate documentation, and communicate clearly and professionally.

Support the implementation of federal clean transportation programs. Assist in administering CMAQ, CRP, NEVI, AFC, and PROTECT by reviewing project proposals, tracking obligations, compiling data for reports, and coordinating with internal teams and external partners to meet program timelines and guidance requirements.

Assist in air quality conformity and planning activities. Support TDOT's Clean Air Act responsibilities by reviewing TIPs, long-range transportation plans, and project-level analyses. Participate in interagency coordination and contribute to documentation and data collection to ensure compliance with National Ambient Air Quality Standards (NAAQS).

Review project applications and reimbursement requests. Evaluate CMAQ, CRP, NEVI, PROTECT, and alternative fuel proposals and reimbursement packages for completeness, eligibility, and alignment with program requirements. Identify discrepancies and support applicant communications across the division and department.

Contribute to the development and maintenance of program guidance and stakeholder tools. Prepare and update technical resources such as eligibility lists, scoring rubrics, and application FAQs. Coordinate with program leads to ensure materials are accurate, accessible, and aligned with regulatory updates.

Independently evaluate air quality improvement proposals and advise on the strategic deployment of clean transportation resources. Conduct comprehensive reviews of projects targeting emissions reduction—including fleet upgrades, infrastructure deployments, and operational strategies. Apply advanced knowledge of emissions modeling, CMAQ and CRP objectives, and TDOT priorities to assess cost-effectiveness, equity impacts, and policy alignment. Provide recommendations to leadership and stakeholders to optimize resource allocation for high-impact outcomes.

Assist in developing and delivering training on air quality and alternative fuels, focusing on emissions impacts, mitigation strategies, resilience, community engagement, and procedural consistency. Promote statewide transparency, inspire innovation, and strengthen technical capabilities across TDOT and its partners. Provide targeted mentoring on program and project delivery within the Air Quality and Alternative Fuels Team.

Conduct quality assurance reviews of air quality and alternative fuels deliverables to ensure compliance with all federal and state requirements. Ensure all data-related activities and critical documents follow standardized procedures statewide and align with TDOT performance objectives.

Qualifications

- Bachelor's degree
- 3 years of demonstrated competency in project delivery, transportation funding, project or program management, public or business administration, accounting, finance, economics, transportation planning or engineering, environmental science, or a related field.

OR

- Masters's degree

- 2 years of demonstrated competency project delivery, transportation funding, project or program management, public or business administration, accounting, finance, economics, transportation planning or engineering, environmental science, or a related field.

Ideal Candidate

The Air Quality and Alternative Fuels Senior Technical Specialist brings the team a remarkable blend of technical expertise, analytical skills, and effective communication. They are exceptional project team members excelling at collaboration and are proficient at seamlessly engaging with project teams and leadership. They take a meticulous approach to each project, ensuring that every aspect of stakeholder coordination meets the highest quality and state/federal regulations. The Air Quality and Alternative Fuels Senior Technical Specialist is a natural problem solver who overcomes obstacles with innovative solutions, a skill that is essential when coordinating transportation projects that interact with local agencies. They bring a forward-thinking approach to using data-driven insights to shape future transportation systems and are committed to continuously updating their knowledge as technology and analytics evolve. They understand that the best outcomes are achieved through collective effort and effective communication