

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

For more information on this position please see job specification link:

<https://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=100453&viewOnly=yes>



Administrative Services Assistant 2*

Region 2 Administration - Facilities

Location: Chattanooga, TN

Compensation: Starting at \$2,596/month

Overview

The Tennessee Department of Transportation is currently hiring a full-time Administrative Services Assistant 2* for our Region 2 Administration - Facilities Maintenance in Hamilton County. TDOT is comprised of 4 regional locations, with each being responsible for overseeing the campus in their respective locations. Major areas of Facility Maintenance responsibilities are general upkeep of the campus and district locations, completing routine maintenance efforts, and responding to any emergency related to our Regional Facilities.

Some Responsibilities

- Gather, analyze, and prepare information as it relates to activities within the Facilities Maintenance unit. This task is geared to help the unit expand on the understanding that surrounds each task completed in Facilities Maintenance.
- Engage directly with Management to develop and refine processes to maximize the efficiency of Facility Maintenance
- Maintain good communication with internal and external customers and vendors will be imperative to include adapting easily to relay the need based on the current situation. This will need to include the ability to be proactive with anticipating a variance in each process required to be completed following the received communication.

Qualifications

Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to one year of full-time professional staff administrative and/or analytic experience.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, para-professional, or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis.

Applications must be submitted online in order to be considered for the position.

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Select Administrative Services Assistant 2* Job ID 15290

Questions? Email TDOT.Careers@tn.gov