

## 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.



### **TDOT Technician**

Region 2 Administration - Business Development (Final Records)

Location: Chattanooga, TN

Compensation: Starting at \$ /month

### **Overview**

The Tennessee Department of Transportation is currently hiring a full-time TDOT Technician for our Region 2 Administration – Business Development (Final Records) office in Hamilton County.

Key responsibilities of the Final Records office include checking and verifying completeness and accuracy of project records and preparing final payoff documents in accordance with TDOT Guidelines.

### **Responsibilities**

Check construction and maintenance documentation to ensure the records are complete and accurate.

Coordinate with multiple offices to correct discrepancies found during document reviews.

Troubleshoot user issues regarding project data documentation and recordkeeping requirements.

Follow established schedules and deadlines and maintain a log or record of current working documents

### **Qualifications**

Education equivalent to a standard H.S. diploma

Pass a pre-employment drug screening

Possess and maintain a Class D driver's license valid to operate vehicles in the State of Tennessee

Demonstrates ability to work within a team format

Demonstrates effective problem solving skills

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