

## 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.

Questions? Email  
[TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov)



## Freight Planning Specialist-Trainee

Freight & Logistics Division

Location: Nashville, TN

Compensation Range: \$3,365.00/month to \$5,385.00/month

### Overview

The Tennessee Department of Transportation is currently hiring a full-time Freight Planning Specialist-Trainee professional for our TDOT headquarters location in Davidson County.

The Freight Planning Specialist-Trainee is a part of the TDOT Freight and Logistics Division. The Freight and Logistics Division provides leadership on issues of rail, water, and highway freight.

### Responsibilities

Track project timelines for various projects within the division to ensure they are meeting project milestones.

Assist with special projects for the division such as Weigh-In-Motion, Truck Parking initiatives, Freight research projects, Statewide Multimodal Freight Plan, Statewide Rail Plan, and other projects as needed.

Participate in regular collaborative planning opportunities with the private sector, metropolitan planning organizations, cities, counties, and other state agencies.

Develop knowledge base and familiarity with applicable national and state freight policies and trends in support of TDOT's programs and objectives.

Provide research and grant administration support for TDOT's Short line Rail Preservation Grants and Rail Connectivity Grants by responding to program inquiries from citizens and local officials, reviewing and processing project applications, maintaining project files, processing project invoices, and tracking program expenses and balances.

Assist with federal grant applications and requests for proposals (RFPs) to support other freight planning projects and initiatives.

Assist with potential state safety oversight support and functions, as well as other projects as assigned by Director.

### Qualifications

Graduation from an accredited college or university with a bachelor's degree in community planning, transportation planning, public administration, civil engineering, landscape architecture, or other related bachelor's degree.

Ability to work independently and in a multidisciplinary team environment.

Knowledge of project and process management, problem solving, dealing with ambiguity, meeting deadlines, and customer service.

Advanced knowledge of Microsoft Excel and Word desired.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.