

Guide to Writing a Job Description

Important things to know about job descriptions overall:

Applicants are often just scanning the job description

Make sure that the job description is customized to the position you are hiring for

The job description is a way to grab applicant attention and sell the job

Consider what skills you must have and think about what can be trained

Information about TDOT as a whole goes in this column. This information tends to be the same across every job description

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

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 division, please see link below:

[Insert TDOT Division page link](#)

Make sure to link your division



Official Job Title/Working Level Job Title

TDOT Location

Location: Nashville, TN

Compensation: Salary Range or Approved In-Range Salary

Overview

The Tennessee Department of Transportation is currently hiring a full-time **Job Title** professional for our **TDOT location** location in Davidson County.

Description of Division or Unit.

Responsibilities

Direct roles and responsibilities for this position

Ex: Establishes and maintains electronic department records and reports; and evaluates reports, decisions and results of department initiatives in relation to established goals.

Ex: Prepares traffic signal construction plans, project specifications, cost estimates following established TDOT guidelines, procedures, and manuals.

Qualifications

Qualifications from Job Specifications

Special skills, knowledge or experience required or desired

Ex: Supportive of the business needs, state-wide initiatives, and employee goodwill.

Ex: Knowledge of compliance with all federal state and local employment laws

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 **OFFICIAL STATE JOB TITLE -DDMMYY-JOBID**

Questions? Email TDOT.Careers@tn.gov

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.

Grab the applicants attention here This should be more brief

This should explain more about the position What tasks are they most responsible for?

Define the education, skills, or experience the position requires Make sure this is accurate for the specific position listed Make sure to mention any substitutions