

Transportation Program Monitor 1*

Multimodal Division

Office of Multimodal Planning

The Tennessee Department of Transportation is hiring a full-time Transportation Program Monitor 1 professional for our 505 Deaderick Street, Nashville, TN location in Davidson County.

The Multimodal Division supports mobility for all through public transportation, bicycling and pedestrian infrastructure, complete streets and demand management. The Division's Office of Public Transportation administers state and federal transit grants, provides compliance oversight, and works with transit agencies to support ridership, mobility, and accessibility. The Office of Multimodal Planning and the Active Transportation Program implement TDOT's Multimodal Access Policy; expand pedestrian, bicycle, and low-speed mobility access; and facilitate communications with internal and external stakeholders.

Responsibilities

The Multimodal Division, Office of Multimodal Planning, is seeking a Program Monitor 1 with an educational background in transportation planning or design and knowledge of complete streets. This position will be supporting the office's work towards TDOT's vision to serve the public by providing the best multimodal transportation system in the nation. This position will be supporting the office's work to expand mobility choices through infrastructure project development and delivery. Duties may include the following:

- Supports infrastructure project delivery and development that expand walking, bicycling, transit use, low-speed mobility options and demand management.
- Coordinates projects and policy details with federal, state, and local agencies, including TDOT regional offices and divisions.
- Works to maintain, update, and implement Multimodal Design Guidelines and standard drawings library.
- Reviews project and plan documents for compliance with TDOT's Multimodal Access Policy and opportunities to increase access for transit and non-motorized users.
- Reviews local, regional, and state plans for inclusion in project and plan documents.
- Participates in roadway and multimodal project field reviews and provides technical assistance on proposed infrastructure investments.
- Coordinates with TDOT divisions on improving multimodal data collection and prioritization tools.
- Tracks project-level funding, scope, schedules and compliance, and coordinates recommendations for improvements to tracking processes.
- Identifies project locations and opportunities for restriping, road rebalancing, and pedestrian/bicycle infrastructure as needed.
- Reviews and approves state and local Transportation Improvement Program (TIP) modifications and amendments.
- Updates Multimodal Division website as needed.

- Supports grant and research projects by setting and reviewing criteria, serving on selection panels, and monitoring delivery of services and compliance.
- Provides technical assistance to TDOT staff, consultants, and local governments as needed.

All positions require the following knowledge, skills, abilities, and competencies:

- Written and oral communication skills to professionally interact with a variety of officials, administrators, and the general public
- Understanding and processing data and presenting this information to internal and external audiences
- Reading and understanding language in contracts, policies, designs and government regulations and applying it in daily functions.
- Organizational skills to process planning documents, financial data, and programmatic information
- Technical computer skills

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.