

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, 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:

[Long Range Planning](#)



Planning Specialist

TDOT Location

Location: Nashville, TN

Compensation: \$3,710 to \$5,938 monthly

Overview

The Tennessee Department of Transportation is currently hiring a full-time **Planning Specialist** for the Long-Range Planning (LRP) Division's Air Quality Planning Office located at TDOT Headquarters in Davidson County, TN

The Air Quality Planning Office (AQO), in coordination with the Federal Highway Administration (FHWA), provides funding and program opportunities that support the goal of improving congestion and air quality for communities across the state. The AQO works closely with other TDOT Divisions, metropolitan planning organizations, the FHWA TN Division Office, and other state and local agencies to achieve the outlined goals. The AQO also works with stakeholders at the TN Dept. of Environment and Conservation (TDEC) and the Tennessee Valley Authority to develop the Fast Charge TN Network, which is a network of fast charging stations every 50 miles along Tennessee's interstates and major highways. The AQO is currently spearheading the development of this program for TDOT.

The Planning Specialist provides important analytical support to the planning supervisor and other team lead in the dissemination of work and general support of the team. The ideal candidate should be a self-starter, who is an independent but collaborative worker willing to learn and work as a team to identify problems and propose creative solutions.

Responsibilities

- Supporting the CMAQ grant program by establishing review criteria, serving on project selection panels, and monitoring project development.
- Reviewing and approving fund grantee invoices to ensure compliance.
- Tracking project-level funding, scopes of work, and schedules to ensure project progress.
- Producing quarterly and annual reports.
- Coordinating projects and policy details with federal, state, and local agencies, including various TDOT divisions.
- Reviewing and approving state and local Transportation Improvement Program (TIP/STIP) modifications and amendments.
- Assisting with development of alternative fuels initiatives through collaborative stakeholder meetings, project selection processes, and deployment plans.
- Assist Senior Air Quality Planner with the annual nominations of Alternative Fuels Corridors, in conjunction with other key stakeholders.
- Assist with development and implementation of the state's transportation demand management (TDM) program and initiatives.

Qualifications

- Proficient in the full suite of Microsoft products, including Outlook and Teams.
- Experience in transportation planning, or an applicable field.
- Excellent verbal and written communication skills.
- Experience with Adobe Suite products

Preferred

- Program development experience
- Project management experience
- Alternative fuels knowledge and experience
- Grants management experience

Applications must be submitted online.

Interested applications should apply online at:

<https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Select **PLANNING SPECIALIST**

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.