

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:

Long Range Planning



Planning Specialist Trainee
5344 Boswell Road
Location: Memphis, TN
Compensation: \$3,365.00- \$5,385.00

Overview

The Tennessee Department of Transportation is currently hiring a full-time **Planning Specialist Trainee** for the Long Range Planning (LRP) Division's Office of Community Transportation (OCT) located in Shelby County, TN.

The Office of Community Transportation supports TDOT through constant interaction with local and regional agencies across the region and assisting those communities with the production and monitoring of various transportation planning documents and policies. The Office is comprised of two sections, Community Planning and Regional Planning. OCT's mission is to coordinate the state's transportation planning, land use policies, and community visions to guide the development of a safe and efficient statewide transportation system.

Responsibilities

- Assist in the Division's development and implementation of strategies that coordinate the State's land management and transportation infrastructure needs.
- Assist with the coordination of land use and transportation decisions between state and local entities.
- Assist in the development of rural regional transportation plans, corridor management agreements, and various other transportation plans.
- Provide technical assistance to local community partners, Metropolitan Planning Organizations, Rural Planning Organizations, and local governments.
- Participate in regular collaborative opportunities with local and regional agencies.
- Maintain a comprehensive knowledge of applicable federal, state, and local policies, procedures, programs, codes, regulations, and standards.
- Conduct research and maintain an awareness of new issues, methodologies, equipment, trends that advance the profession.
- Attend and present at various meetings and conferences as necessary.
- Support other TDOT responsibilities as needed.

Qualifications

- Graduation from an accredited college or university with a bachelor's degree in community
- Experience in planning, transportation planning, public administration, civil engineering, landscape architecture, or other related fields
- Excellent communication skills.
- Experience with Microsoft Office 365 products

Preferred

- Knowledge of Metropolitan Planning Organizations
- Knowledge of the Code of Federal Regulations; specifically, Titles 23 and 49
- Knowledge of various State Regulations; specifically, Titles 4-8.
- Experience with Adobe Suite products

Applications must be submitted online.

Interested applications should apply online at:

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

Select **ADMIN SERVICES ASSISTANT 4-041019-175267**

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.