

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.

For more information on this position please see job specification link:

<https://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=99977&viewOnly=yes>



TDOT Technician **TDOT Region 4 Admin (Final Records)** **Location: Jackson, TN** **Compensation: Approved In-Range \$2,603**

Overview

The Tennessee Department of Transportation is currently hiring a full-time TDOT Technician to work directly with the Region 4 Business Development department based in Madison County. This position serves as an internal audit responsible for checking final installed quantities and financial payment on construction and maintenance contracts in Region 4.

Region 4 Final Records works closely with all the district office staff, regional Materials & Tests staff, and contractor staff in order to successfully complete the project close-out process. The desired candidate enjoys working with numbers and must have great customer service skills.

Responsibilities

- Responsible for reviewing, calculating, and verifying major and minor items on construction and/or maintenance contracts to ensure the quantity of items installed on the project are correct.
- Calculate the monetary amount due to the contractor(s) for the work performed on TDOT contracts. These calculations will include: hand calculations, fuel and bituminous adjustments, anti-strip agent payment, sign dimensions, etc.
- Properly document any discrepancies found and immediately notify the district office staff so they can prepare to resolve the issue(s).
- Researches plans, policies, specifications, procedures, guidelines, rules, regulations, and laws related to transportation using physical and electronic sources to make decisions and resolve conflicts and problems.

Qualifications

Education and Experience: Education equivalent to graduation from a standard high school.

Applications must be submitted online in order to be considered for the position.

Interested applicants should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Select **TDOT TECHNICIAN**

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.

