

## 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.

Questions? Email  
[TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov)



## Transportation Program Monitor 1\*

Freight & Logistics Division

Location: Nashville, TN

Compensation Range: \$3,365.00/month to \$5,385.00/month

### Overview

The Tennessee Department of Transportation is currently hiring a full-time Transportation Program Monitor 1\* professional for our TDOT headquarters location in Davidson County.

The Transportation Program Monitor 1\* is a part of the TDOT Freight and Logistics Division. The Freight and Logistics Division provides leadership on issues of rail, water, and highway freight.

### Responsibilities

Provide monitoring, research, and grant administration support for TDOT's Short line Rail Preservation Grants and Rail Connectivity Grants by responding to program inquiries from citizens and local officials, reviewing and processing project applications, maintaining project files, processing project invoices, and tracking program expenses and balances.

Track project timelines for Rail Preservation Grants, Rail Connectivity Grants, and other projects within the division to ensure they are meeting project milestones.

Maintain knowledge base and familiarity with applicable national and state freight policies and trends in support of TDOT's programs and objectives.

Research, compile, and analyze data on freight systems and supply chains to support freight planning and policy initiatives.

Assist with federal grant applications and requests for proposals (RFPs) to support other freight planning projects and initiatives.

Responsible for monitoring other programs of the Freight and Logistics Division as needed.

### Qualifications

Graduation from an accredited college or university with a bachelor's degree.

Ability to work independently and in a multidisciplinary team environment.

Knowledge of project and process management, problem solving, dealing with ambiguity, meeting deadlines, and customer service.

Advanced knowledge of Microsoft Excel, Word, and Arc GIS desired.

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.