

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 Operations District Specialist-Civil Engineer

TDOT Region 4, District 48 Administration

Location: Jackson, TN

Compensation: \$4,675.00/month or w/MS and/or PE \$4,909/month

Overview

The Tennessee Department of Transportation is currently hiring a full-time TDOT Operations District Specialist to work directly with the District 48 Operations District Manager and Engineer based in Madison County. This position serves to provide oversight and coordination of activities to assist supervisors of an operations team to ensure assigned projects are completed as planned.

District 48 Operations oversees the Maintenance and Construction activities of 9 counties in the Southeast portion of West Tennessee.

Responsibilities

- Provides oversight of special projects including development and administration of the District 48 Pavement Management program.
- Attend various meetings associated with construction contracts such as, but not limited to, pre-construction meetings and progress meetings to actively participate in the review of construction, constructability, and PS&E field reviews; offering input and feedback in the planning and the reviewing of projects for future lettings focusing on estimated quantities, conflicts, feasibility and practicality
- Coordinate with District Management to ensure public complaints, issues, questions are resolved and communicate with customers and stakeholders to ensure customers are served and goals are met
- Maintains electronic department records and reports; and evaluates reports, decisions and results of department initiatives in relation to established goals by TDOT guidelines, procedures, and manuals.

Qualifications

Bachelor's Degree in Civil Engineering, one year of qualifying full time professional civil engineering and must have passed the Fundamentals of Engineering (FE) Exam.

OR

Master's Degree in Civil Engineering and must have passed the Fundamentals of Engineering (FE) Exam.

Statistical Analysis, Database Management, Performing Calculations, Compiling Statistics, Task Management, Budget Planning, Project Planning, Quality Assurance and Quality Control, Scheduling, Task Delegation, Research, Technical Documentation, Plans Reading

Great communication skills; leadership skills; team-work skills; decision-making skills; and situation-awareness skills.

Knowledge of TDOT standard specifications for Road and Bridge Construction.

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

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.