Air Quality Planning Office Supervisor

Planning Supervisor - 1 Position (Nashville)

The TDOT Long Range Planning Division is seeking a qualified professional with a transportation planning background and a strong interest in environment and air quality improvements. The air quality planning office supervisor serves as office lead in coordinating the development and implementation of the Congestion Mitigation and Air Quality Improvement (CMAQ) and Transportation Demand Management (TDM) programs.

This position initiates and participates in regular collaborative congestion mitigation and air quality planning opportunities with the private sector, metropolitan planning organizations, cities, counties, and other state agencies.

Develops annual transportation goals and sets and/or revises performance standards to measure success of the office. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance reviews. Fosters a working environment in which teamwork and excellence is promoted, expected and is routinely provided. Develops and implements long and short term plans, goals, and objectives for the office; evaluates efficiency and effectiveness of office operations, methods and use of resources; implements improvements as needed.

Maintains a comprehensive, current knowledge of applicable policies, procedures, programs, codes, regulations and standards; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads professional literature to stay up to date with best practices; maintains professional affiliations; participates in continuing education activities; attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, or other committees; represents the department at public meetings and statewide events.

Qualifications for this position include:
- Strong interest in environmental and/or air quality planning and transportation policies.
- Ability to work independently and in a team environment.
- Strong computer skills in areas such as ArcGIS software, data analysis, spreadsheet software, and word processing software.