

## 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 over 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:

<https://www.tn.gov/tdot/t-dot-construction-division.html>



## Graduate Transportation Associate

Headquarters Construction Division

**County Location:** Davidson

**Compensation:** \$4,240.00/month with BSCE & \$4,452.00/month with MSCE

## Overview

The Headquarters Construction Division is responsible for the Operations Contract Administration functions for the Tennessee Department of Transportation. This division manages the specifications, policies, and procedures for the construction field offices across the state. The Construction Division also spearheads innovative initiatives such as new construction methods, e-construction, and alternative contracting.

## Responsibilities

The Construction GTA's responsibilities include assisting in the administration of the Consultant Engineering Inspection Program by reviewing invoices, work orders, addenda's, and evaluations. The Construction GTA will also focus on providing guidance to Local Programs projects, reviewing proposals and analyzing bids for concurrence. In addition, this GTA will provide support and collaboration with the Civil Rights Division's Disadvantaged Business Enterprise program and other initiatives for construction contracts. Lastly, the Construction GTA will assist in Contract Administration duties by reviewing plans, proposals, and Change Orders.

## Qualifications

A Bachelor's or Master's degree in Civil Engineering is required. Additionally, the GTA must pass the Fundamentals of Engineering (FE) Examination within eleven months of employment.

The ideal GTA candidate has experience in Microsoft office software, the willingness to learn, the ability to communicate and negotiate, and work in a team environment.

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

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