

## **Transportation Manager 2**

### **NEPA Office**

The Transportation Manager 2 (TM2) over the NEPA Office within the Environmental Division performs managerial duties for a moderately-sized headquarters office that ensures that TDOT properly documents compliance with all federal regulations relating to the National Environmental Policy Act (NEPA) within timeframes established and communicated to project development teams. The TM2 is responsible for the resources of the office including personnel resources, consultant resources, programmatic resources, and technology resources. The TM2 will manage these resources and provide technical expertise, managerial support and direction to a headquarters office staff so that NEPA documents are completed within TDOT's project schedules. Responsibilities include streamlining the NEPA process by updating existing agreements, writing new agreements, developing and updating office processes and template that provide written direction to staff, and tracking project data that can be used to run reports for project management meetings, construction letting meetings, work plan meetings, yearly audits, and other division management reporting requirements.

The TM2 should have a strong working knowledge of NEPA regulations and be able report out to Environmental Division Upper Management and Department Upper Management for project-related issues, programmatic issues, and regulatory issues on a routine basis. The TM2 should also be an effective communicator that is comfortable regularly coordinating with other offices within the Environmental Division, multiple divisions and regions throughout TDOT, other state and federal regulatory agencies, local governments, and the public. The NEPA Office is a high-volume office that handles between 500-700 projects annually; the ideal TM2 candidate will have experience organizing, planning, and prioritizing a large workload for office management, supervisors, and staff.