

OHS Safety Program Monitor Occupational Health & Safety Division



TDOT is currently accepting applications for a Transportation Program Monitor 2 to join our Occupational Health & Safety team. The Program Monitor will be responsible for coordinating multiple safety programs for all employees. Examples of these programs are the Department's Personal Protective Equipment program and the TDOT Safety Campaign. This position will serve as the Procurement Officer for the OHS Division and will coordinate the procurement of various goods & services. This role will require excellent communication and organizational skills. This person must be able to develop a thorough understanding of safety regulations at both the local and federal level, as well as become familiar with TDOT process and procedures.

- Serves as the coordinator for TDOT's Statewide Safety Campaign, chairs the Safety Campaign Committee, plans and coordinates multiple campaign activities throughout each year.
- Serves as the coordinator for TDOT's Operations PPE initiative and assists Regional personnel with both the ordering, distribution, and invoicing of PPE clothing items.
- Serves as the OHS coordinator/primary point-of-contact for activities surrounding National Work Zone Awareness Week, TDOT Customer Service Week, and TDOT Safety Week.
- Serves as the OHS Division procurement coordinator and processes all invoices, purchase orders, receipts, and payment vouchers.
- Assists with OHS meeting coordination, schedules meetings, coordinates room/facility reservations, the provision of meeting refreshments, & serves as meeting secretary for the recording and distribution of minutes.
- Coordinates various administrative processes, such as travel/training authorizations, management of office supply and PPE inventory, OHS employee calendar and personnel scheduling, etc.

Knowledge & Skill Requirements:

- Excellent technical writing skills and verbal communication skills
- Strong organizational, task, and time management, deductive reasoning, and analytical skills with the ability to prioritize and multi-task with attention to meeting project schedules
- Proficient in the Microsoft Office Suite

Educational Requirements:

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional work in one of the following areas: 1) Monitoring or overseeing programs or related projects to determine compliance with organizational rules, regulations, or related standards; 2) Developing, implementing, or monitoring an accounting systems or accounting programs with services regulated by organizational rules, regulations, or related standards.

Interested Applicants should apply online at: <https://www.tn.gov/tdot/topic/tdot-careers>

For additional information, please send an e-mail to Clay Culwell (clay.culwell@tn.gov)