

## Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



### **Technical Specialist**

Asset Management Division – Transportation Data Systems Section

\$60,600.00 – \$70,680.00 annually

### **Job Overview**

The Technical Specialist for the Transportation Data Systems Section is pivotal in advancing TDOT's data asset management strategies by providing data-driven insights, addressing system issues, and promoting collaboration across departments. This position ensures accurate and timely data input, maintains data integrity, and delivers exceptional customer service by sharing organized and accessible information with stakeholders. As a critical liaison among IT, regional teams, and internal stakeholders, the Technical Specialist aligns data governance practices with TDOT's operational goals and strategic objectives. This role identifies inefficiencies, optimizes resource allocation, and assists with policy development by integrating predictive analytics, performance metrics, and historical data trends. Additionally, the Technical Specialist supports training initiatives and serves as a technical resource for resolving system issues, fostering a culture of accountability and operational excellence across the organization.

The Technical Specialist tackles challenges and contributes to decisions that enhance the precision and efficiency of TDOT's data resources, ensuring the smooth operation of the transportation system. This position collaborates extensively with TDOT divisions, project teams, and regional leaders to develop and implement sustainable, cost-effective solutions for asset management.

### **Essential Job Responsibilities of Technical Specialist I, II, and III include:**

Support the Statewide Data Governance Specialist, Senior Technical Specialist, and Transportation Data Systems Manager by providing actionable data-driven insights to advance asset management strategies and maintain data integrity across systems.

Ensure accurate, complete, and timely data input into TDOT's asset management systems by collaborating with stakeholders to address discrepancies and uphold departmental standards.

Deliver exceptional customer service by sharing organized and accessible data with project stakeholders, maintaining clear communication, and promptly addressing public and departmental inquiries.

Collaborate with Headquarters and Regional Offices to assess and identify training needs for data collection and accuracy, providing technical guidance and training to optimize workflows, enhance system functionality, and foster a culture of accountability and data integrity.

**Additional Job Responsibilities for the Technical Specialist II and III include:**

Collaborate closely with the Quality Management Section to author and refine departmental policies. Identify inefficiencies, optimize resource use, and leverage predictive analytics and data trends to create data-informed policies that align with operational goals and improve decision-making processes.

Assist with staff training initiatives to improve proficiency in data input protocols, software usage, and compliance with governance policies. Develop and deliver workshops and materials in collaboration with the Senior Technical Specialist.

Serve as a liaison across the department, IT, regional teams, and stakeholders to align asset management practices with TDOT's strategic goals. Foster open communication, facilitate the resolution of data-related issues, and ensure governance policy consistency to support transportation initiatives.

**Additional Job Responsibilities for the Technical Specialist III include:**

Conduct in-depth analyses of historical and real-time data trends to identify performance gaps, inefficiencies, and opportunities for improvement. Integrate predictive analytics and performance metrics to enhance asset management strategies and inform policy development, resource allocation, and lifecycle planning.

Act as a primary technical resource for identifying, troubleshooting, and resolving system issues related to data input and governance. Monitor system performance proactively to ensure accuracy, consistency, and compliance with governance standards.

Provide technical guidance and training to optimize workflows, enhance system functionality, and foster a culture of accountability and data integrity. Prepare detailed reports to inform decision-making and support operational excellence.

Develop detailed reports that provide actionable insights, highlight trends, and support continuous improvement initiatives to optimize resource allocation and long-term asset performance, guiding data-driven decision-making, enhancing operational excellence, and ensuring strategic alignment with the department's Asset Management objectives.

**Qualifications**

**TDOT Technical Specialist I**

- Bachelor's degree in engineering, business, Information Systems / Management Information Systems (MIS, Data Science / Analytics or related field

**TDOT Technical Specialist II**

- Bachelor's degree in engineering, business, Information Systems / Management Information Systems (MIS, Data Science / Analytics or related field
- 1 year of demonstrated competency in the procurement and/or administration of transportation engineering contracts;

## **TDOT Technical Specialist III**

- Bachelor's degree in engineering, business, Information Systems / Management Information Systems (MIS, Data Science / Analytics or related field
- 2 years of demonstrated competency in the procurement and/or administration of transportation engineering contracts;

**The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.**

### **Ideal Candidate**

This position is a career path series within TDOT. The Transportation Data Systems Asset Section Technical Specialist I, II, or III roles are detail and data-oriented and skilled in asset management practices. The TDOT Technical Specialist position requires a skilled professional with exceptional critical thinking and analytical abilities, well-versed in data asset management and governance. They excel at identifying inefficiencies, optimizing resource allocation, and integrating predictive analytics and performance metrics to drive data-informed decision-making and policy development. With a proven track record in maintaining data integrity, troubleshooting system issues, and fostering collaboration across IT, regional teams, and internal stakeholders, this individual ensures alignment with TDOT's operational goals and strategic objectives. Their ability to deliver exceptional customer service, develop and deliver training initiatives, and provide actionable insights supports a culture of accountability and operational excellence. This candidate thrives in collaborative environments, working closely with divisions, project teams, and leaders to implement sustainable, cost-effective solutions that enhance TDOT's transportation data systems and asset management strategies.

### **General Work Conditions**

**Yes / No**

☒ ☐ *Is this position generally performed in an office environment?*

☒ ☐ *Will work for this position be frequently performed in a field environment and may sometimes require working in inclement weather, working in a construction site, being exposed to heavy construction equipment, and doing extensive walking?*

☒ ☐ *Is this position a combination of office and field environment?*

☒ ☐ *Is an alternative work schedule including work from home eligible for this position? If yes, how many days will it be work from home and how many days in office?*

*-Days from home: up to 2 days*

*-Days from office: up to 3 days*

☒ ☐ *Is this position required to work under exposure to inclement weather and environmental conditions?*

☒ ☐ *Will this position require travel including overnight?*

Physical Requirements	Select the frequency of each physical activity. The activity must be related to the position and consistent with business necessity.			
Physical Activity Required	None	Occasional (less than 1/3)	Frequent (1/3 to 2/3)	Regular (more than 2/3)
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching/stretching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crouching or stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing or pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive use of hands/arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive use of legs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – check the frequency for each weight range below. If the job doesn’t require any lifting activities, check “None” on each line below.				
Up to 20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 - 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying - check the frequency for each weight range below. If the job doesn’t require any carrying activities, check “None” on each line below.				
Up to 20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 - 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 - 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye/hand coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing (with correction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Distance vision - ability to see objects clearly from a distance, usually from 20 feet or more.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color vision/perception - ability to distinguish colors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Peripheral vision - what is seen on the side by the eye when looking straight ahead.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depth perception - ability to judge the distance of objects and the spatial relationship of objects at different distances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Position Description Team Members	<i>Provide a list of SMEs who helped develop the position description. Include name and work area.</i>
Justin Underwood	TDOT, Asset Management Director
Ken Flore	RIC
Janine Copper	RIC
Lauren LeJeune	RIC