

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.



Statewide ADA Technical Specialist
Engineering Division – Production Support Section
Nashville, TN
\$99,864 annually

Job Overview

The Statewide ADA Technical Specialist will research and assist with all aspects of TDOT's Americans with Disabilities Act (ADA) policies, procedures, specifications, training, manuals, practices, processes, and systems. This position will provide support to Project Teams directly responsible for delivering projects for all phases of the Project Delivery Network (PDN) in accordance with the project's scope, budget, and risk. These projects will range in complexity and risk from simple to exceedingly complex. The Statewide ADA Technical Specialist role requires collaboration with multiple TDOT Divisions, project team members, contractors, consultants, local agencies, the public, and other external stakeholders. It requires critical thinking and professional judgment to solve problems and make well-informed decisions that increase the accessibility of TDOT's transportation system to individuals with disabilities.

The Statewide ADA Technical Specialist ensures Department ADA policies, procedures, specifications, and technical guidance related to TDOT's pre-construction design and engineering production are current and accurate for incorporation into the project delivery process. This position assists in implementing the Quality Assurance Program as part of the State Engineering Division's activities. This position must effectively articulate technical concepts and information through training, mentoring, and collaborating as part of a matrix organization. This position provides technical assistance and guidance related to ADA regulations throughout all project life cycles to Project Teams, TDOT HQ Divisions, Region offices, local agencies, the public, and other external partners and stakeholders. The Statewide ADA Technical Specialist assists the Project Management Division in making necessary adjustments to ensure that the work completed aligns with the Department's Asset Management and Strategic goals.

Essential Job Responsibilities

Regularly assess facilities, transportation infrastructure, programs, and services to ensure compliance with ADA regulations. Identify areas of non-compliance and work with others to develop and implement corrective action plans improving accessibility and usability for individuals with disabilities. Monitor and manage TDOT's ADA Transition Plan and assist local agencies in developing and maintaining their ADA Transition Plans. Generate and maintain a spreadsheet to track TDOT and local agency progress in addressing non-compliant barriers.

Integrate Quality Management into developing, updating, and reviewing all TDOT's ADA policies, procedures, standards, and practices.

Develop and deliver ADA-related training and mentoring to TDOT, local agencies, and other external stakeholders. Assist in developing training and guidance on all aspects related to TDOT's ADA practices, requirements, and processes to improve team performance, create a stronger understanding within the transportation industry, inspire new ideas, and develop skills.

Manage and take ownership of change, clarify your vision of TDOT's ADA program, communicate effectively, remain transparent, and hold yourself accountable for developing, maintaining, and growing TDOT's ADA efforts.

Serve on Project Teams as part of a matrix organization by providing technical expertise related to ADA; effectively coordinate and collaborate closely with other units within TDOT to mitigate and troubleshoot any ADA contract issues; proactively assess ADA-related risk factors.

Provide exceptional SME customer service to internal TDOT offices and staff; provide exceptional customer service to contractors, consultants, suppliers, and other external customers; exercise effective listening skills; provide prompt responses; maintain complete and accurate documentation; and communicate effectively.

Remain current on ADA-related industry trends, innovations, standards, guidelines, and national best practices by participating in the American Association of State Highway Transportation Officials (AASHTO), industry association, and other appropriate committees.

Routinely collaborate with appropriate TDOT offices, local agencies, and other external stakeholders to identify and document knowledge on industry best practices to avoid past errors and ensure TDOT project successes. Lead the modifications to all applicable ADA policies, procedures, design standards, specifications, and special provisions.

Assist in ensuring the incorporation of TDOT's ADA policies, procedures, specifications, and other requirements is consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Bachelor's degree
- 8 years of demonstrated competency in ADA regulations, accessibility standards and guidelines, policy and regulatory compliance, or related technical discipline.

OR

- Master's degree
- 7 years of demonstrated competency in ADA regulations, accessibility standards and guidelines, policy and regulatory compliance, or related technical discipline.

Ideal Candidate

The Statewide ADA Technical Specialist possesses in-depth expertise in ADA policies, procedures, standards, and practices. They are attentive listeners who pay meticulous attention to detail to ensure that ADA compliance aspects are flawlessly executed in projects. They are passionate about ensuring that TDOT and local agency infrastructure is accessible to individuals with disabilities and maintainable. The Statewide ADA Technical Specialist is committed to fostering a collaborative work environment within TDOT, local agencies, disability advocacy organizations, and community groups. They have excellent problem-solving analytic abilities and a keen attention to detail.