

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.



NEPA Technical Specialist

Environmental Division – NEPA and Quality Section

Nashville, TN

\$60,600 - \$70,680 annually

Job Overview

The NEPA Technical Specialist works in a team setting, providing support and expertise to the NEPA Team, NEPA and Quality Section, Project Teams, and the Department. This position will assist the NEPA Senior Technical Specialist and Team Leads by providing the project teams with technically sound and timely NEPA information and deliverables while ensuring compliance on TDOT projects with federal and state laws, rules, and regulations. This position will assist in implementing the Quality Management Program as part of the Environmental Division's activities.

The NEPA Technical Specialist role requires collaboration with TDOT Divisions, Project Teams, consultants, and external stakeholders. This position must effectively articulate technical concepts as part of a matrix organization. The NEPA Technical Specialist will assist with ensuring all NEPA deliverables are applicable and readily accessible to assist with timely, accurate, and efficient decision-making. This position requires critical thinking with a focus on problem-solving to make well-informed decisions that increase the safety, performance, sustainability, and efficient delivery of TDOT's transportation system.

Essential Job Responsibilities of the TDOT Technical Specialist I, II, and III include:

Prepare NEPA documents in compliance with all federal laws, regulations, rules, and guidelines for projects having the least amount of complexity and risk.

Prepare Tennessee Environmental Evaluation Reports (TEER) to document compliance with all state laws, regulations, rules, and guidelines for projects having the least amount of complexity and risk.

Track the development of assigned projects and develop and maintain accurate project files to ensure timely project delivery, accurate project records, and appropriate file and document retention, in accordance with state, federal, and Department requirements.

Coordinate comments made by other environmental disciplines on NEPA products and ensure the comments are considered before finalizing the NEPA or TEER document.

Assist with and/or coordinate with others within the Division and Department to provide NEPA-related information that is included in NEPA documents, including

analyses for socioeconomic impacts, environmental justice, Section 4(f), Section 6(f) farmland, etc.

Serve as a resource for Project Teams as part of a matrix organization consistent with the Project Delivery Network (PDN) including research, fieldwork, documentation, and coordination related to NEPA processes and procedures.

Remain current by actively learning applicable state and Federal regulations, as well as Department processes, that impact the deliverables developed by the NEPA Team and implement discipline-specific policies and procedures.

Provide exceptional customer service to both internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Assist in ensuring NEPA deliverables are consistent, predictable, and repeatable to provide for high levels of achievement, mitigation of risk, and an established track record of success.

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

Prepare NEPA documents in compliance with all federal laws, regulations, rules, and guidelines for projects having a moderate amount of complexity and risk.

Assist Local Governments with NEPA documentation and compliance for Local Programs Projects.

Assist with consulting the Federal Highway Administration (FHWA) and other applicable agencies during the development of environmental documents.

Assist Project Teams as part of a matrix organization consistent with the PDN. Assist in delivering all products and services as required and providing input at all applicable project milestones, including Project Kick-Off, Risk Workshops, Project Scoping Meetings, Field Reviews, Plans, Specifications, and Estimates (PS&E) meetings. Assist project teams through collaboration to ensure the project schedule includes activities and durations related to NEPA processes and procedures and to avoid, minimize, or mitigate adverse effects measures to identified resources.

Conduct or assist with conducting and/or coordinating NEPA assessments for TDOT Projects having a moderate amount of complexity and risk, including alternative delivery. This includes refining the project's purpose and need, initiating public and agency outreach coordination and meetings, refining screening alternatives, identifying environmental resources and evaluating potential impacts to those resources, developing mitigation measures, preparing NEPA documentation, and coordinating the public review and comment process in compliance with all federal laws, regulations, rules, and guidelines.

Assist in the oversight of external partners by serving on selection committees for NEPA services, including assisting with scope of work development, attending project-specific marketing meetings, assisting with determining scoring criteria, assisting with project information sessions, when applicable, serving as a scorer as part of the consultant acquisition process, and attending de-briefs for consultants where usable feedback must be provided.

Assist the NEPA Team Lead in the management of external partners, including the negotiation of contracts, review of consultant invoicing, management of contract tasks, and completion of consultant grading.

Additional Job Responsibilities for the TDOT Technical Specialist III include:

Attend meetings with public officials, local and regional planning boards or commissions, civic groups, resources and regulatory agencies, and the general public to explain NEPA-related transportation environmental planning and development process activities and provide technical advice and assistance on assigned projects.

Participate in the Project Teams as part of a matrix organization consistent with the PDN, delivering all products and services as required and providing input at all applicable project milestones including Project Kick Off, Risk Workshops, Project Scoping Meetings, Field Reviews, and PS&E meeting. Ensure the project schedule includes activities and durations related to NEPA processes and procedures. Coordinate with external stakeholders, including regulatory agencies, and assist the Project Teams by providing expertise for avoidance, minimization, or mitigation of adverse effects measures to identified resources.

Conduct and/or coordinate NEPA assessments for TDOT Projects having a higher amount of complexity and risk, including alternative delivery. This includes facilitating and leading public and agency outreach coordination and meetings, screening alternatives, identifying environmental resources and evaluating potential impacts to those resources, developing mitigation measures, preparing NEPA documentation, and coordinating the public review and comment process in compliance with all federal laws, regulations, rules, and guidelines.

Coordinate with others within the Division and Department to provide NEPA-related information that is included in NEPA documents, including analyses for air quality, noise, water resources, biological resources, cultural resources, socioeconomic impacts, environmental justice, hazardous materials, and other relevant studies/technical information.

Assist with ensuring successful strategic partnerships with FHWA and local agencies to effectively implement TDOT's vision statewide

Provide mentoring to TDOT staff, consultants, and local agencies with respect to the NEPA Team.

Coordinate with the NEPA Senior Technical Specialist and the TDOT Technical Training Director and assist in the development and presentation of NEPA and Quality training and technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies related to transportation for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills.

Perform quality assurance reviews of materials related to the NEPA and Quality Section. Ensure NEPA and Quality Section deliverables are in alignment with TDOT performance objectives.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

- Bachelor's Degree
- 1 year of demonstrated competency in an environmental program

TDOT Technical Specialist III

- Bachelor's Degree
- 2 years of demonstrated competency in an environmental program

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 NEPA Technical Specialist I, II, or III demonstrates a combination of technical expertise, analytical skills, and effective communication abilities, including technical writing. They are aware of the challenges that come with coordinating with numerous stakeholders and have developed effective techniques to obtain the necessary input and support to complete transportation projects efficiently. The Technical Specialist is highly organized and ensures all information is handled efficiently, promoting efficient workflows, and eliminating redundancies.