TN TDOT
Department of Transportation

NEPA Senior Technical Specialist
Environmental Division – NEPA and Quality Section
Nashville, TN
$75,204 annually

Job Overview

The NEPA Senior Technical Specialist works independently and in a team setting, providing support and expertise to the NEPA Unit, NEPA and Quality Section, Project Teams, and the Department. This position will assist the NEPA Team Lead by providing the Project Teams with technically sound and timely NEPA information and deliverables while ensuring compliance with Federal and State requirements pertaining to the coordination and documentation of environmental reviews for TDOT projects. This position will apply Quality Assurance/Quality Control processes for NEPA-related products, implement best practices, and mentor and train the team's NEPA Technical Specialist. This position will assist the NEPA Team Lead and Statewide Technical Specialist with the planning and implementation of the NEPA Units performance metrics/plans, schedules and budgets, development of various technical reports, and assurance of continuity and consistency.

The NEPA Senior Technical Specialist role requires collaboration with TDOT Divisions, Project Teams, consultants, contractors, and external stakeholders. This position must effectively articulate technical concepts as part of a matrix organization and through training and mentoring. The NEPA Senior Technical Specialist will assist with ensuring all NEPA and Quality Section 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

Conduct and/or coordinate NEPA assessments for all TDOT Projects. This includes writing NEPA documents that comply with all federal laws, regulations, rules, and guidelines.

Integrate environmental considerations and statutory and regulatory requirements into TDOT's NEPA and TEER documents for capital, operations, and facilities projects.

Participate on Project Teams as part of a matrix organization consistent with the Project Delivery Network (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 Plans, Specifications, and Estimates (PS&E) meetings. Conduct and/or coordinate NEPA assessments for TDOT Alternative Delivery Contracting projects.

Effectively coordinate with others within the Division and Department to provide NEPA-related information that is included in NEPA documents. Coordinate with appropriate Federal and State agencies and the public during the development of environmental documents.

Remain current with applicable State and Federal Regulations that impact the deliverables developed by the NEPA Unit. Assist Local Governments with NEPA documentation and compliance for Local Programs Projects.

Provide workload information to assist with the development of consultant acquisition plans and 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.

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. Ensure successful strategic partnerships with Federal Highway Administration (FHWA) and local agencies to effectively implement TDOT's vision statewide. Mentor TDOT staff, consultants, and local agencies with respect to the NEPA Unit.

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.

Qualifications

- Bachelor's degree
- 3 years of demonstrated competency in an environmental program.

OR

- Master's degree
- 2 years of demonstrated competency in an environmental program.

Ideal Candidate

The NEPA Senior Technical Specialist is a highly skilled problem solver who possesses good communication skills and technical expertise. 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. They are proficient at identifying potential issues and resolving them before they become problematic. They work collaboratively with their team members to evaluate approaches for compliance with environmental requirements to enhance and accelerate project development. As a self-starter, they take the initiative to move projects and the NEPA Unit forward.