

## 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.



### **Mitigation Technical Specialist**

Environmental Division – Permit Compliance Section, Mitigation  
Nashville, TN  
\$60,600 - \$70,680 annually

#### **Job Overview**

The Mitigation Technical Specialist works in a team setting, providing support and expertise to the Mitigation Team, Permit Compliance Section, Project Teams, and the Department. This position will assist the Mitigation Senior Technical Specialist by providing the Project Teams with technically sound and timely mitigation-related information and deliverables while ensuring compliance with Federal and State requirements pertaining to stream and wetland mitigation for TDOT projects. This position will assist in implementing the Quality Management Program as part of the Environmental Division's activities.

The Mitigation 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. The Mitigation Technical Specialist will assist with ensuring all Mitigation Team 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 the Department's transportation system.

#### **Essential Job Responsibilities for the TDOT Technical Specialist I, II, and III include:**

Assist with and/or complete Mitigation Assessments to identify stream and wetland areas requiring mitigation and ensure projects have adequate right-of-way for Mitigation needs.

Assist with and/or identify the availability of mitigation banks or in-lieu fee mitigation credits. Identify potential mitigation locations on or adjacent to the roadway project for onsite permittee-responsible mitigation (PRM) and associated needs for additional right-of-way where mitigation banks or in-lieu fee credits are not available.

Assist with and/or conduct field reconnaissance and collect stream quantification tool (SQT) data to evaluate various aspects of stream health and function.

Assist with and/or develop mitigation plans and preliminary mitigation design drawings/plans.

Assist with and/or complete the final mitigation design as required by the state and federal permitting process to offset and generate mitigation credits.

Assist with conducting field work and performing monitoring activities of mitigation sites as directed by State and Federal permits to ensure they are functioning as designed.

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 water resources.

Remain current with applicable State and Federal Regulations that impact the deliverables developed by the Mitigation Team. 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 mitigation 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:**

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 mitigation processes and procedures and to avoid, minimize, or mitigate adverse effects measures to identified water resources.

Assist in the Project Management responsibilities for standalone PRM projects.

Assist with developing and implementing Mitigation Banks and Permittee-Responsible Programs to accelerate project delivery.

Consult with Tennessee Department of Environment and Conservation (TDEC), Tennessee Wildlife Resource Agency (TWRA), U.S. Army Corps of Engineers (USACE), U.S. Department of Agriculture (USDA), U.S. Fish and Wildlife Service (USFWS), and other applicable agencies associated with streams and wetlands. For consultations related to project designs, coordinate with the Project Manager and the Project Team to ensure accurate and complete communications of current avoidance and minimization efforts, parameters associated with current designs, and any related design changes or required mitigation measures that may need to be investigated as a result of agency coordination.

Assist in the oversight of external partners by serving on selection committees for mitigation 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 Mitigation Team Lead in the management of external partners, including the negotiation of contracts, review of consultant invoicing, management of contract tasks, completion of consultant grading, and the review of work products.

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

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

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 mitigation 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 water resources.

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

Coordinate with the Mitigation Senior Technical Specialist and the TDOT Technical Training Director and assist in the development and presentation of Mitigation 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 Mitigation Section. Ensure Mitigation Section deliverables are in alignment with TDOT performance objectives.

### **Qualifications**

#### **TDOT Technical Specialist I**

- Bachelor's Degree in Natural, Physical, or Environmental Sciences; Environmental or Civil Engineering; or a related field

#### **TDOT Technical Specialist II**

- Bachelor's Degree in Natural, Physical, or Environmental Sciences; Environmental or Civil Engineering; or a related field
- 1 year of demonstrated competency in an environmental field

#### **TDOT Technical Specialist III**

- Bachelor's Degree in Natural, Physical, or Environmental Sciences; Environmental or Civil Engineering; or a related field
- 2 years of demonstrated competency in an environmental field

**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 Mitigation 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.