

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.



Field Services Compliance Technical Specialist

Environmental Division – Permit Compliance Section, Compliance

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

Job Overview

The Field Services Compliance Technical Specialist works in a team setting, providing support and expertise to the Compliance Team, Permit Compliance Section, and the Department. This position will assist the Field Services Compliance Statewide Technical Specialist by providing oversight, training, and technical expertise necessary to evaluate compliance with Federal and State environmental permits and regulations as part of TDOT construction activities. This position will assist in implementing the Quality Management Program as part of the Environmental Division's activities.

The Compliance Technical Specialist role requires collaboration with TDOT Regions, Divisions, consultants, contractors, and external stakeholders. This position must effectively articulate technical concepts as part of a matrix organization. The Compliance Technical Specialist will assist with ensuring all relevant Permit Compliance 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 the Department's transportation system.

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

Assist with performing Quality Assurance (QA) Inspections on construction projects with National Pollutant Discharge Elimination System (NPDES) Construction Stormwater Permit coverage.

Assist with performing QA inspections on construction projects with the Tennessee Department of Environment and Conservation (TDEC) Aquatic Resource Alteration Permits (ARAP), as needed.

Prepare QA Inspection Reports and upload them to the compliance database.

Remain current with applicable State and Federal requirements that impact the procedures and deliverables accomplished by the Compliance 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 compliance 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:

Participate in any inspections conducted by federal, state, or local regulatory agencies.

Assist in the oversight of external partners by serving on selection committees for compliance 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 Compliance Team Lead in the management of external partners, including the negotiation of contracts, review of consultant invoicing, development of scopes, 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 Compliance Team.

Assist with developing guidance documents and providing technical expertise and training on matters relating to Erosion Prevention & Sediment Control (EPSC).

Coordinate with the Compliance Team Lead and the TDOT Technical Training Director and assist in the development and presentation of compliance 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 Compliance Team. Ensure Compliance Team deliverables are in alignment with TDOT performance objectives.

Qualifications

TDOT Technical Specialist I

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

TDOT Technical Specialist II

- Bachelor's Degree in Natural, Physical, Social, 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, Social, 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 Compliance 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.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching/stretching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching or stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing or pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive use of hands/arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive use of legs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Depth perception - ability to judge the distance of objects and the spatial relationship of objects at different distances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Position Description Team Members	Provide a list of SMEs who helped develop the position description. Include name and work area.
Sharon Schutz	TDOT, Environmental Division Director
Shawn Wurst	TDOT, Permit Compliance Manager
Jenica Keller	RIC
Sara Wagner	RIC
Lauren LeJeune	RIC