

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.



Statewide Technical Specialist
Environmental Division – NEPA and Quality Section
Nashville, TN
\$99,864 annually

Job Overview

The Statewide Technical Specialist for the Environmental Division's Quality, Policy, and Standards Section will support establishing, implementing, and maintaining a process-oriented approach for preventing errors, minimizing process variability throughout the assigned environmental discipline, and ensuring alignment with TDOT's strategic direction. This position collaborates with the Asset Management Division to support the development of risk-mitigating quality assurance processes, policies, and standards consistent with Federal and State statutes. The Statewide Technical Specialist role also requires collaboration with multiple TDOT Divisions, project team members, consultants, and external stakeholders.

The Statewide Technical Specialist supports the implementation and standardization of a Quality Control and Quality Assurance Program for assigned environmental discipline processes that will reduce TDOT's risk and exposure and ensure program stability. This position assists in implementing the Quality Assurance Program as part of the Environmental Division activities to reduce errors, delays, and contractor claims. This position establishes statewide guidance and provides oversight of activities involving the assessment of the assigned environmental disciplines. The position may assist with monitoring and managing the scope, schedule, and budgets of section projects and working with the Project Management Division as necessary to ensure that the work completed aligns with the Department's Environmental Division's goals.

Essential Job Responsibilities

Lead the development of quality control and quality assurance procedures for assigned environmental activities to effectively ensure that deliverables are consistent, predictable, repeatable, and provide for consistently high-quality products, mitigation of risk, and an established track record of success.

Ensure that quality control and quality assurance reviews are conducted consistently and in accordance with approved procedures throughout the project development process.

Assist in the development of a systematic process that includes an annual feedback report for the Environmental Division based on quality control and quality assurance

reviews. Lead the development and coordination of cooperative action plans in response to lessons learned. Serve as the lead in creating, implementing, and maintaining agreements, manuals, policies, templates, checklists, and procedures focused on ensuring quality deliverables, minimizing variability, and providing flexibility on a risk-based scale to maximize efficiency. Ensure policies and procedures related to the assigned environmental disciplines integrate statutory and regulatory requirements.

Remain current on applicable revisions to laws, regulations, policies, and standard practices related to the assigned environmental disciplines. Collaborate on innovative strategies used as best practices for statewide quality assurance needs.

Coordinate with the TDOT Technical Training Director and assist in the development and delivery of environmental training that addresses critical competencies that drive performance, identify best practices for identifying errors and omissions, and the use of manuals, policies, templates, and checklists. Provide mentoring to TDOT staff and assess training needs as with respect to environmental technical competencies.

Serve on selection committees for professional engineering services, including assistance with RFP development, attendance at project-specific marketing meetings, assistance with determining scoring criteria, assistance with project information sessions, when applicable, serving as a scorer as part of the consultant acquisition process, and attendance at de-briefs for consultants where usable feedback must be provided.

Provide exceptional customer service to both internal and external customers, including mentoring and technical guidance, coordinating with other disciplines as part of a matrix organization, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Qualifications

- Bachelor's Degree
- 8 years of demonstrated competency in an environmental field.

OR

- Master's Degree
- 7 years of demonstrated competency in an environmental field.

Ideal Candidate

The Statewide Technical Specialist has a keen eye for detail. Their critical thinking and problem-solving skills contribute to their ability to develop templates, processes, and standard approaches to data collection that contribute to the seamless flow of activities that mitigate impacts. They are collaborators who work with various stakeholders, both internal and external, to ensure that all activities meet the required environmental standards and regulations.