

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.



Region Environmental Technical Coordinator 1 Environmental Division – Region Environmental Section \$61,428 annually

Job Overview

The Region Environmental Technical Coordinator 1 supports the Environmental Division Director, the Region Environmental Manager, and Section staff with project-specific and program-wide environmental activities, data analysis and reporting, and contract compliance and fulfillment. This position assists Region Environmental Section staff in performing environmental resource reviews, compliance reviews, and permit documentation. This position provides oversight on the environmental consultant contracting process and generates reports for monitoring workflow and performance.

The Region Environmental Technical Coordinator 1 assists the Division Director and Region Environmental Manager by keeping procedures and references updated, monitoring the integrity of database information, updating Environmental Division webpages, maintaining Environmental Division SharePoint sites, and tracking employee training progress.

Essential Job Responsibilities

Support Project Teams and the efficient delivery of TDOT's Work Program by assisting with providing environmental documents and permits for TDOT projects.

Integrate Quality Management into all deliverables to ensure environmental resources and design information is accurate on permittable plans and stormwater permitting deliverables, monitor and provide technical assistance in addressing corrective actions included in Quality Assurance inspections of construction and maintenance projects, and monitor and provide technical assistance in addressing facility inspection findings of TDOT-owned and maintained facilities.

Independently perform records checks, including reviewing TDOT GIS data sets and records from the Tennessee Department of Environment and Conservation (TDEC), Tennessee Wildlife Resource Agency (TWRA), U.S. Department of Agriculture (USDA), U.S. Fish and Wildlife (USFWS), U.S. Geological Survey (USGS) and National Park Service (NPS).

Assist in identifying, classifying, documenting, and characterizing the natural resource features associated with applicable projects to ensure that no or minimal harm occurs during construction.

Assist with reviewing construction and maintenance projects to evaluate compliance with Federal and State environmental permits and regulations and ensure appropriate erosion prevention and sediment controls (EPSC) are in place.

Assist with developing and delivering training to TDOT staff located in TDOT owned and maintained facilities on required sampling, inspections, and documentation for compliance with current environmental regulations and requirements. Participate in inspections of TDOT-owned and maintained facilities.

Assist with developing all types of environmental documents required by the Region Environmental Section.

Remain current on Federal and State water quality and stormwater permit requirements and TDOT special provisions, specifications, and standard drawings regarding EPSC. Assist in updating the TDOT Environmental Quality Assurance (QA) Inspection Manual and deliver training to the Region staff.

Provide exceptional customer service to project stakeholders by facilitating the incorporation of environmental requirements throughout the project delivery process, ensuring environmental information is easily accessible and organized, exercising effective listening skills, and communicating effectively.

Qualifications

- Associate or Bachelor's Degree in Transportation; Natural, Physical, Social, or Environmental Sciences; Archeology or Cultural Resources; Environmental or Civil Engineering.
- 3 years of demonstrated competency in Transportation; Natural, Physical, Social, or Environmental Sciences; Archeology or Cultural Resources; Environmental or Civil Engineering.

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in Transportation; Natural, Physical, Social, or Environmental Sciences; Archeology or Cultural Resources; Environmental or Civil Engineering.

Ideal Candidate

The Region Environmental Technical Coordinator 1 demonstrates a blend of strong technical expertise and effective interpersonal skills. With in-depth environmental conservation and sustainability knowledge, they excel in regional monitoring and assessments, supported by their analytical and technological capabilities. The Region Environmental Technical Coordinator effectively communicates complex environmental information to technical and non-technical audiences, fostering positive relationships with colleagues and stakeholders. They collaborate well across teams, manage multiple tasks and deadlines, and consistently contribute as a reliable team player in cross-functional settings.