

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.



Senior Technical Specialist

Local Programs and Community Investments Division – Community Investments
Section, Highway Beautification Team
\$75,204 annually

Job Overview

The Highway Beautification Senior Technical Specialist provides support to Project Teams directly responsible for working with local governments, community partners and other external stakeholders on state projects, including project initiation, contract administration, and closeout. The position ensures compliance with state requirements, provides comprehensive technical support and guidance throughout the project delivery process, performs all necessary coordination with local governments, community partners, other external stakeholders, TDOT Divisions and Regions throughout the project delivery lifecycle; and provides training and mentoring.

The Highway Beautification Senior Technical Specialist will support and engage with local community partners and the public to advance efforts that preserve and enhance the natural and scenic beauty of Tennessee. This position contributes to the administration of the Highway Beautification Office's diverse portfolio of programs, with a focus on litter prevention, landscape improvement, and the enhancement of scenic roadways across the state.

This role requires strong critical thinking and problem-solving skills to make informed decisions that promote environmental sustainability and preserve Tennessee's ecological integrity. Additionally, the Senior Technical Specialist will support public education initiatives aimed at increasing awareness of the importance of a clean, attractive, and sustainable transportation environment.

Collaboration is essential, as this position works closely with TDOT Divisions, Project Teams, consultants, contractors, and various external stakeholders to ensure the effective implementation of beautification programs statewide.

Essential Job Responsibilities

Assist the Director, Manager, and Team Lead with documentation and coordination activities throughout the project lifecycle. Also coordinates with external stakeholders, TDOT Divisions, Project Teams, consultants, and contractors.

Serve as the Highway Beautification Subject Matter Expert (SME), coordinating with TDOT Project Managers, Divisions, and Regions to support resource management and external partner oversight, including the negotiation of contracts and grant agreements, review of consultant invoicing, development of scopes, management of contract tasks, compliance monitoring, and completion of consultant grading.

Proactively identify opportunities to promote sustainability and preserve Tennessee's ecological integrity through project scoping, stakeholder coordination, and public engagement; identifying required documents, including agreements, cost estimates, and property information; determining stakeholders and initiating early coordination. Recognize the mutual interests of both TDOT and external stakeholders by ensuring early, routine, and effective coordination. Coordinate public engagement, track performance, compile reports required by state oversight agencies, external stakeholder agreements, and perform financial tracking.

Coordinate with the TDOT Technical Training Director and assist in the development and delivery of Local Agency and Community Coordination training and technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies related to transportation, with the goal of improving team performance, deepening understanding of the transportation industry, inspiring innovation, and building technical capacity. Provide mentoring to TDOT staff, consultants, and local agencies. Identify best practices and report on performance metrics that support adherence to federal and state requirements. Effectively articulate technical concepts through training, mentoring, and collaborating as part of a matrix organization.

Manage external partners, including developing and advising on contract scopes of work, negotiating contracts/grants, reviewing consultant contract/grant invoicing, managing contract/grant tasks, and completing consultant grading.

Take ownership of change, clarify the vision of TDOT's Local Agency Coordination efforts, communicate effectively, remain transparent, and hold yourself accountable to develop, maintain, and enhance TDOT's Local Agency and Community Coordination processes and requirements.

Serve on Project Teams as part of a matrix organization by defining the scope of work, coordinating with local agencies, including applicable meeting notifications; preparing material for public engagement and potential conflicts with existing agreements; proactively assisting with the management of project schedules by providing input related to activities, durations, and linkages; ensuring alignment and compliance with Division and Section metrics and performance goals.

Provide exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Ensure strategic partnerships with other TDOT Divisions to successfully implement TDOT's vision statewide.

Assist in ensuring Local Agency and Community Coordination deliverables are accomplished in alignment with TDOT's Quality Management procedures to ensure consistently high levels of quality and achievement, mitigate risk to the Department, and establish a track record of success. Integrate all deliverables into the Highway Beautification Coordination Section's tracking mechanism to provide project continuity and efficient workflows for internal project stakeholders. Ensure deliverables are readily accessible and applicable documentation and data are collected and stored to assist with timely and accurate invoicing, efficient decision-making, and project close-outs.

Remain current with applicable design standards, State of Tennessee laws, and regulations related to the development and maintenance of the transportation system. Develop, implement, and maintain statewide policies, procedures, and direction while considering input from state agencies, TDOT Regions and Divisions, and local governments. Assist with modifications to all applicable policies and procedures. Stay informed on Highway Beautification and Local Agency Coordination-related industry trends and national best practices by participating in the American Association of State Highway Transportation Officials (AASHTO), industry associations, and other appropriate committees.

Qualifications

- Bachelor's degree
- 3 years of demonstrated competency in project or program management, transportation project delivery, transportation funding, stakeholder coordination, transportation planning or engineering, environmental science, public administration, or related field.

OR

- Master's degree
- 2 years of demonstrated competency in project or program management, transportation project delivery, transportation funding, stakeholder coordination, transportation planning or engineering, environmental science, public administration, or related field.

Ideal Candidate

The Highway Beautification Senior Technical Specialist brings the team a remarkable blend of technical expertise and knowledge. They are exceptional project team members excelling at collaboration and communication and are proficient at seamlessly engaging with project teams and leadership. They take a meticulous approach to each project, ensuring that every aspect of stakeholder coordination meets the highest quality and state regulations. The Highway Beautification Senior Technical Specialist is a natural problem solver who overcomes obstacles with innovative solutions, a skill that is essential when coordinating transportation projects that interact with local agencies. They understand that the best outcomes are achieved through collective effort and effective communication.