

## 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 – Local Programs Section, Local Programs Administration Team  
\$75,204 annually

#### **Job Overview**

The Local Programs Administration Senior Technical Specialist provides support to Project Teams directly responsible for working with local governments on state and federal aid projects, including project initiation, contract administration, and closeout. The position ensures compliance with federal and state requirements; provides comprehensive technical support and guidance throughout the project delivery process; performs all necessary coordination with local government agencies, TDOT Divisions, and the Regions throughout the project delivery lifecycle; and provides training and mentoring.

This position also supports and assists local agencies, federal programs, and state programs to improve and enhance transportation systems for all users. It provides department-wide support on projects and policies ranging in complexity and risk from simple to highly complex. The role requires critical thinking to solve problems and make well-informed decisions that improve the safety, performance, sustainability, and efficiency of Tennessee's transportation system. Collaboration is essential, as this position works closely with TDOT Divisions and regions, Project Teams, consultants, contractors, the Federal Highway Administration (FHWA), and external stakeholders.

The Senior Technical Specialist also assists in implementing the Division's Quality Assurance Program and ensures that department policies, technical guidance, procedures, software, websites, and systems related to accommodations are current and accurate for incorporation into the project delivery process and operation and maintenance processes.

#### **Essential Job Responsibilities**

Assist the Director, Manager, and Team Lead with documentation of site visits and pre- and post-project development. Also, coordinate with the Community Investments Sections and the Local Programs Project Engineering Office.

Serve as the Local Programs Administration Subject Matter Expert (SME), coordinating resources and supporting the Local Programs and Community Investments Division, Project Managers, and other TDOT Divisions and Regions in managing external partners. Responsibilities include negotiating contracts, reviewing consultant invoicing, developing scopes, managing contract tasks, monitoring compliance, and completing consultant grading.

Routinely and proactively identify those projects for which TDOT local programs coordination is required; assess the proposed type of work; identify required documents, including special provisions, agreements, cost estimates, property information, and multimodal considerations; determine stakeholders and initiate early coordination with infrastructure owners. Recognize the mutual interests of both TDOT and local agencies by ensuring early, routine, and effective coordination with local agencies and communities to meet TDOT project delivery expectations. Coordinate the engineering review, comments, and revisions for construction plans. Assists in processing and establishing local agency master agreements.

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 for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills. 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; performing plan reviews at all project milestones, constructability requirements, 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 FHWA and 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 Local Programs Administration 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 federal regulations applicable to the development and maintenance of the transportation system. Develop, implement, and maintain statewide policies, procedures, and direction while considering input from federal agencies, state agencies, TDOT Regions and Divisions, and local governments. Assist with modifications to all applicable policies, procedures, design standards, standard drawings, specifications, and special provisions. Stay informed on Local Programs Administration 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 delivery, transportation funding, project or program management, public or business administration, accounting, finance, economics, transportation planning or engineering, environmental science, or related field.

## **OR**

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

## **Ideal Candidate**

The Local Programs Administration 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/federal regulations. The Local Programs Administration 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.