

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.



Active Transportation Senior Technical Specialist

Local Programs and Community Investments Division – Community Investments
Section
Nashville, TN
\$75,204 annually

Job Overview

The Active Transportation Senior Technical Specialist will provide support to Project Teams directly responsible for working with local governments on state and federal aid projects, including project initiation, contract administration, and project closeout; ensure compliance with federal and state requirements; provide comprehensive technical support and guidance throughout the project delivery process; perform all necessary coordination with local government agencies and other TDOT Divisions and the Regions throughout the project delivery lifecycle; and provide training and mentoring.

This position will also support and assist local agencies, federal programs, and state programs to improve transportation systems focused on fostering the incorporation and integration of active transportation accommodations promoting improved mobility, accessibility, connectivity, and safety for all transportation users. This position will provide department-wide support to assist TDOT on projects and policies that range in complexity and risk from simple to highly complex. This position requires critical thinking to problem solve and make well-informed decisions that increase the safety, performance, sustainability, and efficient delivery of Tennessee's transportation system. The Active Transportation Senior Technical Specialist role requires collaboration with TDOT Divisions, Project Teams, consultants, contractors, Federal Highway Administration (FHWA), and external stakeholders.

This position assists in implementing the Quality Assurance Program as part of the Division's activities. The Active Transportation Senior Technical Specialist ensures 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 in documentation of site visits, pre and post project development. Additionally, assists with coordination between Community Investments Sections and the Local Programs Office.

Coordinate resources and assist the Local Programs and Community Investments Division, Project Managers, and other TDOT Divisions and Regions as the Active Transportation Subject Matter Expert (SME) in the management of external partners

together with the Professional Services Division, including the negotiation of contracts, review of consultant invoicing, development of scopes, management of contract tasks, compliance monitoring, and completion of consultant grading.

Routinely and proactively identify those projects for which TDOT active transportation 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 Active Transportation 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 Active Transportation 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 transportation project delivery (e.g., survey, roadway design, CEI, construction, project management), stakeholder coordination, active transportation management, public administration, Statewide and Regional Transportation Planning, or related field.

OR

- Master's degree
- 2 years of demonstrated competency in transportation project delivery (e.g., survey, roadway design, CEI, construction, project management), stakeholder coordination, active transportation management, public administration, Statewide and Regional Transportation Planning, or related field.

Ideal Candidate

The Active Transportation 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 Active Transportation Coordination Senior Technical Specialist is a natural problem solver who overcomes obstacles with innovative solutions, which is almost always required when coordinating transportation projects that interact with local agencies. They understand that the best outcomes are achieved through collective effort and effective communication.