

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.



Air Quality and Alternative Fuels Technical Specialist

Local Programs and Community Investments Division – Community Investments

Section, Air Quality and Alternative Fuels Team

\$60,600 - \$70,680 annually

Job Overview

The Air Quality and Alternative Fuels Technical Specialist provides technical, programmatic, and regulatory support for the implementation of TDOT's air quality improvement strategies and alternative fuel initiatives. This position is responsible for supporting project eligibility reviews, program delivery, and stakeholder coordination for initiatives such as the Congestion Mitigation and Air Quality (CMAQ) program, electric vehicle infrastructure development, and clean fleet conversion. These efforts are designed to reduce transportation emissions and advance the adoption of clean fuels and advanced vehicle technologies. This position must effectively communicate program requirements through training, mentoring, and collaboration as part of a matrix organization.

Essential Job Duties of the Technical Specialist I, II, and III include:

Support program tracking and documentation efforts. Maintain accurate logs of project data, funding awards, and contract milestones using TDOT systems or spreadsheets. Assist in organizing project files, verifying required documentation, and preparing materials to support internal audits, performance reviews, and compliance reporting.

Conduct preliminary research to support project eligibility and emissions analysis. Use established tools and guidance such as emissions calculators, FHWA manuals, and TDOT eligibility lists to gather information on alternative fuel types, emissions benefits, and grant requirements. Summarize key findings to aid senior staff in evaluating project compliance and developing internal resources.

Assist in stakeholder meeting coordination and documentation. Support the planning and execution of program-related meetings by scheduling, preparing materials, and attending alongside senior staff. Record accurate meeting notes, organize follow-up actions, and compile summaries for internal use and distribution to partners such as local governments and planning agencies.

Remain current and engaged on revisions to federal and state requirements, TDOT Local Programs and Community Investments policies, and air quality and alternative fuels oversight best practices.

Provide exceptional customer service to internal and external customers, exercise effective listening skills, assist in the implementation of policies and procedures related to air quality and alternative fuels, provide prompt responses, maintain complete and accurate documentation, and communicate effectively.

Additional Job Duties for the Technical Specialist II and III include:

Support implementation of federal clean transportation programs. Assist with the administration of Congestion, Mitigation and Air Quality (CMAQ), Carbon Reduction Program (CRP), National Electric Vehicle Infrastructure (NEVI), Alternative Fuel Corridors (AFC), and Promoting Resilient Operations for Transformative, Efficient and Cost-Saving Transportation (PROTECT) programs by reviewing project proposals, tracking obligations, compiling data for reports, and coordinating with internal teams and external partners to meet program timelines and guidance requirements.

Assist in air quality conformity and planning activities. Support TDOT's Clean Air Act conformity responsibilities by helping review Transportation Improvement Programs (TIPs), long-range transportation plans, and project-level analyses. Participate in interagency coordination and assist with documentation and data collection to ensure compliance with National Ambient Air Quality Standards (NAAQS).

Review project applications and reimbursement requests. Evaluate CMAQ, CRP, NEVI, PROTECT, and alternative fuel proposals and reimbursement packages for completeness, eligibility, and alignment with program requirements. Identify discrepancies and assist with applicant communications under the guidance of senior staff.

Contribute to program guidance and stakeholder tools. Assist in preparing and updating technical resources such as eligibility lists, scoring rubrics, and application FAQs. Coordinate with program leads to ensure guidance materials are accurate, accessible, and compliant with regulatory updates.

Conduct emissions analysis using approved tools. Estimate emissions benefits for proposed projects using TDOT- or FHWA-approved calculators. Review assumptions for accuracy, input data, interpret outputs, and prepare summaries to support funding decisions and performance reporting.

Additional Job Duties for the Technical Specialist III include:

Independently evaluate air quality improvement proposals and advise on strategic deployment of clean transportation resources. Conduct comprehensive reviews of proposed projects targeting emissions reduction, including vehicle fleet upgrades, infrastructure deployments, and operational strategies. Use advanced knowledge of transportation emissions modeling, CMAQ and CRP program objectives, and TDOT priorities to assess cost-effectiveness, equity impacts, and alignment with state and federal policies. Provide recommendations to leadership and stakeholders on optimal resource allocation for high-impact outcomes.

Provide assistance for the development and delivery of air quality and alternative fuels training that addresses transportation emission impacts and strategies to reduce associated impacts, resilience, community assessments and engagement, and processes and procedures, creating statewide transparency and consistency, inspiring new ideas, and developing skills. Provide mentoring to TDOT staff and consultants with respect to the Air Quality and Alternative Fuels Team's program and project delivery.

Perform quality assurance reviews of air quality and alternative fuels deliverables, ensuring all federal and state requirements are met. Ensure all data-related activities and critical documents are saved and follow a consistent set of rules and procedures statewide and are in alignment with TDOT performance objectives.

Qualifications**TDOT Technical Specialist I**

- Bachelor's Degree

TDOT Technical Specialist II

- Bachelor's Degree
- 1 year 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 a related field.

TDOT Technical Specialist III

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

The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.

Ideal Candidate

The Air Quality and Alternative Fuels Technical Specialist I, II, or III demonstrates a combination of technical expertise, analytical skills, and effective communication abilities. They not only possess technical capabilities but also have a truly visionary approach to using data-driven insights to shape future transportation systems. They possess a collaborative spirit and can work effectively within a matrix organization, always willing to continuously update their knowledge as technology and data analytics advance.