

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.



Highway Beautification Technical Coordinator 1

Local Programs and Community Investments Division – Community Investments
Section
\$61,428 annually

Job Overview

The Highway Beautification Technical Coordinator 1 contributes to the success of the Community Investments Section by supporting a varied group of Highway Beautification programs intended to preserve and sustain the natural scenic beauty of Tennessee. Reporting directly to the Community Investments Manager, this position collaborates with local community partners in planning beautification initiatives, plays a key role in coordinating and sustaining programmatic and contract activities, by supporting the Keep Tennessee Beautiful Advisory Council, educational outreach, and related actions.

The Highway Beautification Technical Coordinator 1 collaborates with TDOT Divisions, Regions, and local agencies to ensure that Department policies, Federal guidelines, and budgetary limits are observed. This position must effectively articulate scope and allowable parameters of beautification programs as they interface with external stakeholders and other TDOT sections. This position must demonstrate an understanding of grants, contract and amendment support, data analysis, cost-benefit analysis, legal issues, and beautification program tenets. This position must effectively articulate concepts through mentoring and collaborating as part of a matrix organization.

Essential Job Responsibilities:

Assist in the delivery of Highway Beautification programs and projects by providing coordination support for technical documentation, planning, reporting, training sessions, and stakeholder engagement. Support the Highway Beautification Team and other staff with the administration of Highway Beautification programs in accordance with Federal law, State law, and TDOT procedures to ensure that program goals and compliance/audit standards are achieved.

Maintain accurate, complete, and timely documentation of all actions taken in support of Highway Beautification programs, including stakeholder contact and interaction, public education outreach, measurement of tangible ecological benefits, and cost-benefit analysis.

Utilize and update TDOT Community Investments Division's database program and software.

Assist with coordinating civic commitments, volunteer efforts, and educational outreach for such programs as Adopt-A-Highway, Trash Masters, the Litter Grant Program, and Keep Tennessee Beautiful. Assist with organizing and monitoring regular litter removal programs along highways while collaborating with maintenance or inmate labor crews for cleanup efforts.

Assist in preparing grant application materials, tracking grant performance, and compiling reports required by federal and state oversight agencies while supporting program leads with documentation and coordination activities during the application and post-award phases. Provide direct contractual support to internal and external stakeholders and coordinate with TDOT disciplines to assist with required review and approvals as it relates to contracts and amendments. Assist with the invoice and requisition processing workflow by organizing and tracking submissions supporting grants and contracts across all programs; checking for completeness and adherence to formatting and policy standards; coordinating with the Local Programs and Community Investments Team to resolve discrepancies; and ensuring requisitions are approved and invoices are paid in a timely manner.

Provide support for Quality Assurance and Quality Control (QAQC) process which monitors and reports Highway Beautification Section performance metrics. Assist with implementation of records retention policies in compliance with the Records Disposition Authorization (RDA) requirements.

Coordinate and support stakeholder outreach, including responding to inquiries, preparing materials for public engagement, and organizing training and peer exchange sessions. Maintain records in compliance with TDOT's records retention policies and ensure accessibility and transparency of project documentation. Provide technical support for program audits and federal or state compliance reviews.

Support the research and application of national best practices, innovations, and technologies relevant to Community Investments focus areas staying current on relevant regulations and industry best practices. Support and bolster the Local Programs and Community Investments Division to ensure that all programs are viable and continuing.

Provide exceptional customer service to internal and external stakeholders, respond promptly to public inquiries, exercise effective listening skills, and assist in the implementation of policies and procedures related to Highway Beautification programs. Assist with responses to Public Records Requests involving Highway Beautification program issues and assistance TDOT Legal, the Attorney General's Office, and law enforcement agencies with legal actions involving Highway Beautification program administration.

Qualifications

- Associate's or Bachelor's Degree
- 3 years of demonstrated competency in public or business administration, accounting, finance, transportation planning or engineering, project delivery, transportation funding, project or program management, or a related technical discipline

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in public or business administration, accounting, finance, transportation planning or engineering, project delivery, transportation funding, project or program management, or a related technical discipline

Ideal Candidate

This Highway Beautification Coordinator demonstrates a blend of strong technical experience and effective interpersonal skills. They attain and utilize in-depth knowledge of Highway Beautification programs while fortifying the goals of the Highway Beautification Team. They effectively communicate Highway Beautification policies and guidelines, fostering positive relationships with colleagues and stakeholders. They collaborate well across teams, accomplish multiple tasks and deadlines, and consistently contribute as a reliable team player in cross-functional settings to deliver program goals that enhance the aesthetic quality of Tennessee's road system.