

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 Specialist

Local Programs and Community Investments Division – Community Investments Section
\$61,200 - \$70,680 annually

Job Overview

The Highway Beautification Technical Specialist will work both independently and in a team setting, providing support and expertise to the Community Investments Division. This position will assist the Highway Beautification Team Lead with implementing statewide work plans, meeting the Highway Beautification Section's strategic vision, and ensuring compliance with Federal and State laws and requirements pertaining to Highway Beautification.

This Highway Beautification Technical Specialist position involves professional work supporting and administering a varied group of programs intended to preserve and sustain the natural scenic beauty of Tennessee. Examples include Adopt-A-Highway, Keep Tennessee Beautiful, Nobody Trashes Tennessee, Pollinator Habitat, TDOT Litter Grant, and Scenic Roadways. Direct involvement and communication with local community partners and the public is required along with creative problem solving. The Highway Beautification Technical Specialist will support the Highway Beautification Team Lead and participate as a focused and innovative team member in the Community Investments Section.

The Highway Beautification Technical Specialist will possess and demonstrate a wide range of skills and knowledge while serving the public including applicability of Federal statutes, Tennessee statutes, TDOT procedures, national best practices in Highway Beautification, accountability, and program-related computer applications and technology. The Highway Beautification Technical Specialist must effectively communicate program concepts through training, mentoring, and collaboration as part of a matrix organization.

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

Assist the Highway Beautification Team Lead 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.

Provide exceptional customer service to internal and external customers, 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.

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 overseeing regular litter removal programs along highways while collaborating with maintenance or inmate labor crews for cleanup efforts.

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

Assist with the 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.

Effectively communicate Highway Beautification concepts through training, mentoring, and collaboration as part of a matrix organization and serve as a trainer, and technical expert in the Technical Specialist Proficiency Program for Level 1.

Additional Job Responsibilities for the Technical Specialist III include:

Assist the Highway Beautification Team Lead with numerous administrative efforts including but not limited to the following: (1) administration of the annual Litter Grant Program including contract management, review of invoices, closing projects, and related work; (2) development and distribution of program deliverables such as Adoptable Route Maps, Pollinator Education Materials, Annual Litter Grant Program Report, Litter Grants, and Nobody Trashes Tennessee Campaign materials; and (3) development, implementation, and achievement of the Highway Beautification Section's performance metrics;

Assist the Highway Beautification Team Lead with numerous Highway Beautification initiatives including but not limited to the following: (1) marketing and promoting litter program and prevention campaigns in coordination with Keep Tennessee Beautiful and other key partners; (2) promoting and coordinating Adopt-A-Highway public engagement in TDOT Regions; (3) identifying and evaluating planting sites including coordination of planting and maintenance activities for the Pollinator Habitat Program; and (4) maintaining corridor information and providing assistance to TDOT staff and communities in developing projects and signage on Tennessee's Scenic Byways.

Assist the Highway Beautification Team Lead with oversight of external partners including developing and advising on contract scopes of work, negotiating contracts/grants, reviewing consultant partner deliverables, managing contract/grant tasks, and completing consultant grading. Serve as a mentor, trainer, and technical expert in the Technical Specialist Proficiency Program for Level 2.

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.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

- Bachelor's Degree
- 1 year of demonstrated competency in a related field.

TDOT Technical Specialist III

- Bachelor's Degree
- 2 years of demonstrated competency in 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

This position is a career path series within TDOT. The Highway Beautification Technical Specialist I, II, or III possesses a diverse range of abilities that support the Community Investments Division. They take a meticulous approach with each assignment, ensuring that every aspect of Highway Beautification work meets the highest quality and complies with Federal and State regulations. They are clear and effective communicators, always refining their active listening skills. They exhibit a commitment to public service and an awareness of the challenges that Tennessee residents face when dealing with bureaucracy.