

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.



State-Aid and Bridge Grant Technical Coordinator 1

Local Programs and Community Investments Division – State-Aid and Bridge Grant Section
\$61,428 annually

Job Overview

The State-Aid and Bridge Grant Technical Coordinator 1 supports the State-Aid and Bridge Grant Section with project-specific and program-wide assistance including financial and schedule oversight and processing. This position collaborates with the State-Aid and Bridge Grants Teams to ensure local projects' invoices and reimbursements are processed efficiently and effectively, and the projects advance consistently with the project schedules and in accordance with federal and state requirements.

The State-Aid and Bridge Grant Technical Coordinator 1 ensures Department policies, procedures, technical guidance, and invoicing, reimbursement, and other financial requirements are incorporated into the State-aid and Bridge Grant Section's activities. This position must demonstrate an understanding of financial and scheduling concepts and responsibilities through collaboration as part of a matrix organization.

Essential Job Responsibilities

Support the State-Aid and Bridge Grant Section's efficient delivery of projects by accurately creating projects and processing funding requests in TDOT's project scheduling system in accordance with federal and state requirements and TDOT policies. Update project data in the project scheduling system in accordance with TDOT policies and procedures.

Assist the State-Aid and Bridge Grant Section in approving and processing invoices in accordance with federal and state requirements and TDOT policies by accurately entering invoice information into Edison and ensuring reimbursements occur within required timeframes.

Coordinate directly with local agencies throughout the project delivery process regarding invoicing and reimbursement and project scheduling activities.

Support TDOT with project programming by assisting the State-Aid and Bridge Grant Section with preparing the draft annual 3-Year Off-system Bridge Program in coordination with State-Aid and Bridge Section Teams, the Project Management Division, Structures, Program Development & Administration Division, and Finance Division.

Assist the State-Aid and Bridge Grant Section in supporting TDOT's development and completion of federal and state documents including facilitating the Section's review of Letting Reports, the Legislative Office annual budget, and the Regions' Top Management Quarterly Meeting Reports.

Integrate Quality Management into all deliverables to ensure invoices are in compliance with the Code of Federal Regulation and all applicable State of Tennessee statutes.

Independently perform record checks and assist with the retention of records for invoices and reimbursements per the TDOT records retention policy.

Assist with maintaining a library of current State-Aid and Bridge Grant policies, procedures, and guidelines that support the process consistency and compliance for all programs. Take ownership of the State-Aid and Bridge Grant Section documentation management and records disposal.

Remain current on Federal and State invoicing and reimbursement requirements, and TDOT project data and scheduling policies. Assist in updating the TDOT invoicing and reimbursement, and project data policies and procedures and delivering training to the State-Aid and Bridge Grant Section staff.

Provide exceptional customer service to project stakeholders by facilitating efficient and effective financial and project management activities throughout the project delivery process, ensuring project financial and other information is easily accessible and organized, exercising effective listening skills, and communicating effectively.

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

The State-Aid and Bridge Grant Technical Coordinator 1 demonstrates a blend of strong technical expertise and effective interpersonal skills. With in-depth financial requirement and processing knowledge, they project cash flow processes. The Technical Coordinator 1 effectively communicates invoicing and reimbursement information to technical and non-technical audiences, fostering positive relationships with colleagues and stakeholders. They collaborate well across teams, manage multiple tasks and deadlines, and consistently contribute as a reliable team player in cross-functional settings.