

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.



Community Investments Technical Coordinator 1

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

Job Overview

The Community Investments Technical Coordinator 1 supports the development, coordination, and delivery of projects and programs within the Community Investments Section. This position is responsible for performing technical, analytical, and administrative tasks to ensure compliance with program requirements and support efficient project and financial tracking. Reporting directly to the Community Investments Manager, this position plays a key role in coordinating and supporting programmatic and contract activities related to air quality, beautification, resilience, and active transportation.

The Community Investments Technical Coordinator 1 collaborates with TDOT Divisions, Regions, local and state agencies, and federal partners to ensure program and project alignment with TDOT's strategic goals. This position assists in developing technical documentation, coordinating contract support, tracking metrics, coordinating stakeholder communications, and supporting quality assurance processes to promote consistent and reliable outcomes across all Community Investments programs. This position must effectively articulate concepts through mentoring and collaborating as part of a matrix organization.

Essential Job Responsibilities

Assist in the delivery and monitoring of Community Investments programs and projects by providing coordination support for technical documentation, planning, reporting, training sessions, and stakeholder engagement. Support the implementation of the Quality Assurance Program by integrating quality control procedures into all Community Investments Section deliverables and assisting with audit and reporting requirements.

Participate in the review and update of statewide planning documents such as the Statewide Active Transportation Plan, Congestion Mitigation and Air Quality (CMAQ) Annual Report, Resilience Improvement Plans, and the Vulnerable Road User (VRU) Safety Assessment, by coordinating data collection, stakeholder engagement, and interagency collaboration.

Review and organize program and project documentation and maintenance of policies, manuals, and training materials for quality, consistency, and completeness in accordance with TDOT's policies and federal guidelines. Track project milestones, deadlines, and financial obligations to ensure compliance with state and federal

requirements, including Air Quality and Alternative Fuels, Highway Beautification, and Active Transportation programs.

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.

Collaborate with internal teams and external partners to collect, maintain, and update project data using TDOT systems such as eGrants, Edison, and internal databases.

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.

Serve as a liaison between the Community Investments Section and other TDOT Divisions, Regions, local governments, partner organizations and stakeholders to ensure successful program outcomes and to help administer Community Investments initiatives, facilitate program awareness and access, and assist in integrating programs into project delivery processes in accordance with PDN principles.

Provide exceptional customer service to project stakeholders by facilitating the sharing of knowledge across Project Teams, ensuring program and project information is easily accessible and organized, exercising effective listening skills, and communicating clearly to support the successful delivery of Community Investments initiatives.

Qualifications

- Associate 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

- High school diploma or equivalent
- 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 Community Investments Technical Coordinator 1 is a collaborative, detail-oriented individual with strong organizational and communication skills. They demonstrate technical proficiency in project, contract, and data management, policy implementation, and stakeholder coordination. The Community Investments Technical Coordinator 1 is committed to quality, continuous improvement, and delivering results that enhance community

resilience, sustainability, and mobility. They thrive in a dynamic, team-based environment and are capable of adapting to evolving priorities and stakeholder needs.