

## 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 Team Lead**

Local Programs and Community Investments Division – Community Investments  
Section  
Nashville, TN  
\$103,848 annually

#### **Job Overview**

The Air Quality and Alternative Fuels Team Lead of the Community Investments Section will lead, mentor, and train the Air Quality and Alternative Fuels Team through empowerment, communication, and delegated authority. This position will develop work plans that align with TDOT's strategic vision and will effectively delegate authority and responsibility while ensuring the availability of resources for the Air Quality and Alternatives Fuels Team to be successful.

The Team Lead will lead the development and implementation of departmental policies, discipline-specific technical guidance, procedures, and manuals related to air quality improvement, reductions in transportation emissions, electric vehicle charging, alternatives fuels, and resilience programs for incorporation into TDOT's programs and projects. This position will ensure the implementation of the quality assurance program to achieve program efficiency and effectiveness. The Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Team Lead will research national best practices to drive innovation and efficiency within the Air Quality and Alternative Fuels Team.

#### **Essential Job Responsibilities**

Manage resources and staff utilization and assist the Air Quality and Alternative Fuels Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully administer air quality, carbon reduction, electric vehicle charging, alternatives fuels, and resilience programs.

Lead TDOT's conformity responsibilities consistent with air quality goals as they apply to transportation plans, Transportation Improvement Programs (TIPs), and projects funded or approved by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA) in areas that do not meet or previously have not met air quality standards. This includes involvement in conformity determinations in non-Metropolitan Planning Organization (MPO) areas, project-level conformation determinations, and participating in interagency consultations.

Lead the planning related responsibilities for the Alternative Fuel Corridors (AFC) Program including identifying and submitting to FHWA requests for AFC nominations annually; the Carbon Reduction Program (CRP) including assisting with developing and coordinating the inclusion of Carbon Reductions Strategies in the TDOT Long Range

Plan and the Metropolitan Planning Organizations' (MPOs) Metropolitan Plans and administering non-infrastructure CRP projects; the Congestion Mitigation and Air Quality Program (CMAQ) including coordinating with TDOT Divisions and Regions and MPOs on the selection of programs and projects and administering non-infrastructure CMAQ projects; the National Electric Vehicle Infrastructure (NEVI) Formula Program including developing and submitting annual Electric Vehicle (EV) Infrastructure Deployment Plans; and the Promoting Resilient Operations for Transformative, Efficient and Cost-Saving Transportation (PROTECT) Program including developing Resilience Improvement Plans for TDOT and assisting MPOs/RPOs and local agencies, as applicable, in developing Resilience Improvement Plans, resilience planning, and evacuation planning and preparation.

Manage external partners including developing and advising on contract scopes of work, negotiating contracts/grants, reviewing consultant contract/grant invoicing, managing contract/grant tasks, and completing consultant grading.

Lead the Air Quality and Alternative Fuels Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing quality control and quality assurance processes for the Air Quality and Alternative Fuels Team with respect to air quality, carbon reduction, electric vehicle charging, alternatives fuels, and resilience program activities.

Assist with the management of the policy direction for the Air Quality and Alternative Fuels Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that support adherence to federal and state requirements, include best practices, and improve planning processes. Assist with the financial performance of the Air Quality and Alternative Fuels Team in alignment with TDOT financial processes to ensure transparency and accountability.

Manage change and conflict, clarify the vision, take ownership of the change, communicate effectively, remain transparent, lead by example, and hold yourself and others accountable throughout the process.

Ensure the Air Quality and Alternative Fuels Team remains current on national best practices as it relates to air quality, carbon reduction, electric vehicle charging, alternative fuels, and resilience programs' processes and procedures; incorporate research, evaluations and implementation of emerging processes and technologies into the air quality, carbon reduction, electric vehicle charging, alternatives fuels, and resilience programs' responsibilities that will improve efficiency, resiliency, effectiveness, reliability, sustainability, and the safety of Tennessee's transportation network; integrate federal and state requirements into TDOT's guidance documents, processes, and procedures. Participate in peer exchanges with State and local governments and applicable industry partners for key insights and collaboration.

Provide oversight in the development of the Air Quality and Alternative Fuels Team deliverables, and ensure they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, production of annual reports as required, and an established track record of success.

### **Qualifications**

- Bachelor's degree
- 5 years of demonstrated competency in State and Regional Transportation Planning, Public Administration, Business Administration, or a related field.

### **Ideal Candidate**

The Air Quality and Alternative Fuels Team Lead excels in developing, managing, and administering innovative programs to improve air quality and help make surface transportation more resilient. They demonstrate strong communication, leadership, and team management skills, effectively engaging with stakeholders at all levels. As Team Leader, they provide direction on best practices, and state and federal regulations, fostering innovation within their team. Their role is critical in identifying opportunities to address challenges while planning for the future.