

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.



Active Transportation Team Lead

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

Job Overview

The Active Transportation Team Lead of the Community Investments Section will lead, mentor, and train the Active Transportation 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 Active Transportation Team to be successful.

The Active Transportation Team Lead will lead the development and implementation of departmental policies, discipline-specific technical guidance, procedures, and manuals related to active transportation for incorporation and integration into TDOT's programs and projects. This position will ensure the implementation of the quality assurance program to achieve program efficiency and effectiveness. The Active Transportation Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Active Transportation Team Lead will research national best practices to drive innovation and efficiency within the Active Transportation Team.

Essential Job Responsibilities

Manage resources and staff utilization and assist the Active Transportation Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully administer active transportation programs and processes.

Lead the administration of TDOT's Active Transportation Program including updating the Statewide Active Transportation Plan, as needed, and annually identifying specific actions in the plan to perform; supporting TDOT's Multimodal Access Policy through reviewing TDOT projects to ensure multimodal access is considered; and updating the Vulnerable Road User Safety Assessment, as required.

Lead the administration of the Multimodal Access Grant Program including leading the annual call for projects, application review and award recommendations, and coordinating with project sponsors to ensure the projects are advanced and completed; the Pedestrian Road Safety Initiative (PRSI) including selecting study locations, developing PRSI Planning Reports and coordinating with the Project Teams from countermeasure identification through project delivery; and the Transportation Alternatives Program (TAP) including coordinating the annual review, rating and

selection of TAP applications.

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 Active Transportation 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 Active Transportation Team with respect to active transportation activities.

Assist with the management of the policy direction for the Active Transportation 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 Active Transportation 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 Active Transportation Team remains current on national best practices as it relates to active transportation processes and procedures; incorporate research, evaluations and implementation of emerging processes and technologies into the active transportation 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 Active Transportation 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 Statewide and Regional Transportation Planning, Public Administration, Transportation Management, or a related field.

Ideal Candidate

The Active Transportation Team Lead excels in developing, managing, and administering innovative programs that improve walking, bicycling, and rolling (i.e., personal mobility devices) in Tennessee. 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.