

## 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.



### Senior Technical Specialist

Maintenance Operations Division – Field Support Section

\$75,204 annually

#### Job Overview

The Senior Technical Specialist for Field Support plays a pivotal role in upholding high standards of regulatory compliance. The Senior Technical Specialist ensures that all program processes meet both regulatory standards and project deliverable specifications. Additionally, the Senior Technical Specialist is responsible for researching and reviewing Specifications. Through close collaboration with contractors and internal maintenance teams, the specialist improves the accuracy, efficiency, and compliance of statewide programs related to Maintenance Operations.

The Senior Technical Specialist uses critical thinking skills to address challenges and will make decisions that enhance the longevity of program management assets and contribute to the efficient operation of the Department's transportation system. This role requires collaboration with TDOT Divisions, project teams, regional leadership, District Maintenance, third-party vendors, and contractors to deliver cost-effective and sustainable herbicide management.

#### Essential Job Responsibilities

Oversee statewide programs, including creating, updating, and implementing herbicide applications, product delivery, storage. Coordinate contractor and third-party vendor training for internal Operations staff.

Research and remain current on policies, procedures, State and Federal laws, and application best practices, working closely with TDOT's Environmental Department.

Oversee licensing, including the scheduling and coordinating of annual license renewal conferences and training programs. Serve as the chair of TDOT's statewide vegetation committee.

Maintain and distribute Safety Data Sheets for all products, working closely with the TDOT Safety team.

Assist in research and recommendations for products and delivery systems for maintenance contracts. Work closely with TDOT's Procurement Division.

Work closely with TDOT's regional staff to oversee contractor performance to ensure adherence to contracted scope, timelines, and budgets. Document vendor interactions and report any contractual issues to TDOT Leadership.

Oversee statewide programs, including herbicide chemical information, storage, distribution, vegetation contracts, training, committees, and data.

Oversee the general services contracts that support field operations by reviewing and updating contract specifications. Serve as the point of contact for Field Services staff.

Deliver exceptional customer service to project stakeholders by sharing relevant data, ensuring accessible and organized data information, practicing effective communication, and maintaining positive public relations. Respond promptly and accurately to inquiries from the public and department personnel.

**Qualifications**

- Bachelor’s degree
- 3 years of demonstrated competency in program management or related technical discipline.

**OR**

- Master’s degree
- 2 years of demonstrated competency in program management or related technical discipline.

**Ideal Candidate**

The Senior Technical Specialist is a detail-oriented professional with extensive experience in maintenance operations, data collection, technical writing, and reporting. Additionally, they maintain comprehensive records of all licensing and training, contributing to transparency and accountability. With strong communication, writing, and organizational skills, the Senior Technical Specialist plays a crucial role in vegetation management while providing exceptional customer service to TDOT and all stakeholders. Their diligent oversight significantly enhances the efficiency and reliability of TDOT’s operations.