

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.



Emergency Services Transportation Engineering Specialist Maintenance Operations Division – Field Services Section Nashville, TN \$80,784 annually

Job Overview

The Emergency Services Transportation Engineering Specialist 3 & 4 position provides emergency management expertise through comprehensive collaboration with the Tennessee Emergency Management Agency (TEMA)/Federal Emergency Management Agency (FEMA), Region Maintenance Teams, and 3rd Party Vendors. This position orchestrates the Department's transportation infrastructure preparedness, response, and recovery from man-made, natural, and technological hazards during emergencies.

This position will assist with state of emergency readiness and rapid activation of people and systems by evaluating performance indicators that can be used to make data-driven decisions and implement acquired knowledge. This position must effectively articulate data and technical concepts through training, mentoring, and collaborating as part of a matrix organization.

Essential Job Responsibilities of TDOT Transportation Engineering Specialist 3 and 4 include:

Strengthen TDOT's emergency preparedness by proactively coordinating with Region crews regarding weather service updates for inclement weather events, special events, damage locations, road closures, equipment status, signage availability, and feasible emergency management detour routes for use with traffic diversions. Provide technical support during disaster recovery efforts, including assistance with assessing damage to transportation infrastructure and coordinating repairs.

Serve as the alternate Emergency Services Coordinator to support TDOT during disaster activations by facilitating infrastructure assessments, coordinating emergency response efforts, and aligning recovery actions with agency goals. Collaborate with internal and external partners to manage resources, ensure regulatory compliance, and maintain accurate emergency management records. Enhance preparedness through training, planning, and continuous improvement of emergency protocols. Strong problem-solving and communication skills are essential for success in this role.

Assess transportation facilities by identifying potential risks and maintenance needs, including areas requiring insurance coverage adjustments, systematically conducting audits to update facility records, and ensuring data accuracy. Ensure all transportation facilities and maintenance activities comply with relevant federal and state regulations related to emergency management and insurance.

Effectively coordinate with the Asset Management Division, the Division of Finance, the Division of Procurement, Program Administration, and State Construction to align infrastructure repairs resulting from an emergency event with long-term planning goals, appropriate contract mechanisms, accurate cost estimates, and the potential for emergency management reimbursement. Oversee the submission and management of emergency relief funding requests through federal programs to mitigate asset damage from disasters.

Support the Statewide Engineer by developing and maintaining budgets for use in programming and prioritizing repairs, upgrades, and routine maintenance of transportation facilities.

Serve as a liaison between the TDOT, TEMA, FEMA, and insurance providers, representing TDOT as the first point of contact in coordinating with the Regions and Field staff directly, when applicable.

Populate, maintain, and communicate dashboard information for use with TEMA and FEMA reimbursements. Collect and manage facility inventory, maintenance activities, and insurance coverage data. Proactively set up emergency events in the Maintenance Management System (MMS), including special project numbers, based on an anticipated size and nature of the event and in alignment with FEMA requirements. Generate regular reports on facility conditions, maintenance activities, insurance status, and emergency preparedness.

Accurately apply the Federal Statutes and Regulations to collect and document all required information and data needed to qualify for reimbursement. Ensure transparency and accountability through accurate record-keeping. Provide technical support in assessing infrastructure damage and coordinating necessary repairs. Coordinate with the 3rd Party Vendor for accidents and/or incidents in pursuit of reimbursement for damaged assets.

Provide exceptional service to internal and external stakeholders by maintaining open and transparent communication, acting with urgency and efficiency, sharing relevant data promptly, prioritizing urgent needs and escalating concerns when necessary, resolving issues swiftly and minimizing impacts, ensuring accurate and organized data is readily available, and showing empathy and compassion. Embrace a solution-oriented mindset by evaluating what worked well and areas where improvements can be made to emergency response plans and/or customer service strategies.

Additional Job Responsibilities for the TDOT Transportation Engineering Specialist 4 include:

Manage high-level emergency response efforts by leading coordination meetings with TEMA.

Explore and integrate technologies for use in enhancing inventory management and predictive analytics.

Assist in updating all applicable emergency plan documents to ensure their accuracy and to incorporate newly acquired knowledge. Assist in reviewing, authoring, analyzing, and modifying Tennessee's Continuity of Operations Plan (COOP).

Prepare, develop, and implement internal emergency staging, planning, and procedures, including executing drill protocols to ensure readiness.

Monitor the performance of implemented technologies and coordinate adjustments as necessary to improve efficiency and effectiveness.

Implement Quality Management to sustain data accuracy for emergency operations, including reviews of emergency response plans and contracts to ensure compliance with TEMP, COOP, TEMA, and FEMA guidelines. Modify MMS dashboards, as needed, to track TEMA and FEMA reimbursements.

In alignment with the Technical Training Director, assist in the development and presentation of training that addresses the application of Federal Statutes and Regulations for collection and documentation of all required information and data needed to qualify for reimbursement, risk management, TDOT performance metrics, MMS dashboard modifications, and emerging technologies related to emergency management. Plan, develop, and coordinate the Strikeforce internal preparedness drills.

Qualifications

The Transportation Engineering Specialists 1 and 2 are part of the Graduate Transportation Engineer (GTE) Program.

Transportation Engineering Specialist 3:

- Bachelor's Degree in Engineering, Construction Project Management, or Concrete Industry Management
- 2 years of demonstrated competency in planning, developing, and/or constructing projects, maintenance operations, project management, contract oversight, disaster preparedness, and emergency management, or related fields.

OR

- Master's Degree in Engineering, Construction Project Management, or Concrete Industry Management
- 1 year of demonstrated competency in planning, developing, and/or constructing projects, maintenance operations, project management, contract oversight, disaster preparedness, and emergency management, or related fields.

Transportation Engineering Specialist 4:

- Bachelor's Degree in Engineering, Construction Project Management, or Concrete Industry Management
- 3 years of demonstrated competency in planning, developing, and/or constructing projects, maintenance operations, project management, contract oversight, disaster preparedness, and emergency management, or related fields.

OR

- Master's Degree in Engineering, Construction Project Management, or Concrete Industry Management
- 2 years of demonstrated competency in planning, developing, and/or constructing projects, maintenance operations, project management, contract oversight, disaster preparedness, and emergency management, or related fields.

Ideal Candidate

The Transportation Engineering Specialist 3 and 4 positions are highly organized professionals with exceptional organizational abilities, outstanding analytical skills, and a general understanding of and the willingness to learn budget development, emergency preparedness, and planning. They excel in assessing risks, developing contingency plans, and executing them effectively under pressure. They possess a basic understanding of emergency contracting, asset management, and maintenance repairs, enabling them to efficiently manage and administer multiple maintenance contracts at a moment's notice. This individual is also well-versed in highway construction, maintenance operations, facilities repair, and repair estimates, ensuring projects are executed precisely and adhere to standards. They can work independently and in coordination with multiple internal and external teams. Having a thorough understanding of FEMA/TEMA, they are adept at handling emergency management and response scenarios, further enhancing their capability to support the Department's Operations deliverables. The Transportation Engineering Specialists 3 and 4 are exceptional communicators and problem solvers, exercising sound judgment and critical thinking to make independent, well-informed decisions that align with organizational goals.