

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.



Miscellaneous Safety Programs Technical Specialist

Occupational Health and Safety Division – Operations Safety Section

Nashville, TN

\$59,700 - \$69,636 annually

Job Overview

The Miscellaneous Safety Programs Technical Specialist will assist the Occupational Health and Safety Division by contributing to the development and management of statewide safety programs for all employees. This position is also integral to the support of TDOT's safety campaigns, the Operations Personal Protective Equipment (PPE) initiative, and various elements of the safety training program.

The Miscellaneous Safety Programs Technical Specialist collaborates closely with Region Safety personnel to facilitate the implementation of TDOT's Safety Program across the state and assists in the maintenance of the Division's SharePoint site. This role requires the ability to effectively communicate complex technical concepts through training, mentorship, and cross-functional collaboration within a matrix organizational structure.

Essential Job Duties of the TDOT Technical Specialist I, II, and III include:

Assist with the preparation of safety-related data reports concerning employee personal injuries, property damage accidents, work zone crashes, and worker's compensation. Identify trends and patterns that depict the effectiveness of the safety program and the safety training, including a reduction of property damage and personal injuries related to vehicle and equipment operation, mitigation of accidents, and potential costs to TDOT.

Assist with the preparation of and planning for safety-related events, conferences, and trainings that focus on the implementation of safety policies, guidelines, and procedures in support of highway and construction maintenance activities, highway incident response activities, garage operations, and the overall safety of TDOT employees and contractors.

Assist with record-keeping, training data reporting, and compiling and preparing responses as required by safety regulatory agencies.

Develop and author comprehensive technical reports on PPE by analyzing product specifications, performance data, and compliance with industry standards and safety regulations. Solicit feedback from PPE users when evaluating new products and technologies to continuously improve TDOT's Safety Program and promote a statewide safety culture. Utilize data visualization tools to present results, failure

analysis, and usage recommendations. Collaborate with engineering and safety teams to interpret testing outcomes. Remain current on TDOT performance objectives, occupational health and safety standards, procedures, and guidelines. Maintain collaboration with all appropriate TDOT offices and external stakeholders to enhance the implementation of safety policies, guidelines, and procedures.

Provide exceptional customer service to internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Additional Job Duties for the TDOT Technical Specialist II and III include:

Collaborate with the Communications Team, the Senior Safety Management System Technical Specialist, and other internal and external stakeholders for the development of content for internal communication platforms, including Safety Monday video production, The Road Ahead, and TDOT TV. Prepare content that addresses trends, patterns, and mitigation measures to educate and inform TDOT employees and contractors and reduce injury/accident frequency and severity.

Coordinate National Work Zone Awareness Week, TDOT Customer Service Week, and TDOT Safety Week activities with all appropriate TDOT Divisions to ensure accurate messaging and participation. Evaluate performance following each activity by assessing activity effectiveness through participant feedback, performance metrics, and post-activity evaluations. Update activity materials in collaboration with the Safety Operations Manager and the State Safety Engineering Manager to ensure alignment with the strategic vision of TDOT related to the safety of employees and contractors.

Additional Job Duties for the TDOT Technical Specialist III include:

Coordinate with the Safety Training and Fleet Safety Statewide Technical Specialist in assisting the TDOT Technical Training Director in the development and delivery of training that addresses safety programs, creating statewide transparency and consistency, inspiring new ideas, and developing skills. Provide mentoring to TDOT staff and consultants with respect to safety programs, safety campaigns, and Personal Protective Equipment (PPE) initiatives.

Perform quality assurance reviews of materials related to Occupational Health and Safety programs, initiatives, communications, and campaigns. Ensure Occupational Health and Safety Division deliverables are in alignment with TDOT performance objectives.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree in transportation management, engineering, occupational health and safety, or related field

TDOT Technical Specialist II

- Bachelor's Degree in transportation management, engineering, occupational health and safety, or related field
- 1 year of demonstrated competency in occupational safety or a transportation-related field

TDOT Technical Specialist III

- Bachelor's Degree in transportation management, engineering, occupational health and safety, or related field
- 2 years of demonstrated competency in occupational safety or a transportation-related field

The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.

Ideal Candidate

This position is a career path series within TDOT. The Miscellaneous Safety Programs Technical Specialist I, II, or III demonstrates a combination of technical expertise, analytical skills, and effective communication abilities. They are aware of the challenges that come with coordinating with numerous stakeholders and have developed effective techniques to obtain the necessary input and support to develop and implement health and safety initiatives across the Department efficiently. The Technical Specialist is highly organized and ensures all information is handled efficiently, promoting efficient workflows, eliminating redundancies, and ensuring health and safety campaign success.