

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.



Senior Technical Specialist – Safety Management System Occupational Health and Safety Division – Safety Operations Section Nashville, TN \$75,204 annually

Job Overview

The Safety Management System Senior Technical Specialist plays a critical role in promoting a safety culture and is the subject matter expert for collecting, analyzing, and reporting all safety-related data. This position assists in the development and oversight of safety data systems to manage information related to personal injuries, property damage, and new-miss situations. This information is used to identify trends and focus areas that will aid in the development of safety metrics and serve as a leading indicator of a safe culture within TDOT.

The Safety Management System Senior Technical Specialist assists in keeping procedures and references updated, monitoring the integrity of database information, updating TDOT's Performance Metrics dashboard with respect to safety-related information, and maintaining the Occupational Health and Safety Division SharePoint site to indicate the health of TDOT's safety program in alignment with the Department's strategic goals. This position must effectively articulate technical concepts through training, mentoring, and collaborating as part of a matrix organization.

Essential Job Responsibilities

Promote a safety culture by supporting the development and implementation of the safety data management system, which collects, processes, and reports all safety-related information, including worker's compensation. Collect and analyze data related to employee injuries, property damage, and crashes in work zones and identify trends, patterns, and mitigation measures to reduce injury/accident frequency and severity to ensure alignment with the strategic vision of TDOT related to the safety of employees and contractors. Oversee the review of accident/injury data reported by third parties and facilitate correction as needed. Audit all safety-related information to maintain the quality of the Department's safety data. Implement data-driven decision-making when assisting with modifications to safety policies, guidelines, procedures, and training to ensure effective implementation.

Assist Region Safety staff with post-injury/accident investigations to allow for the identification of trends and mitigation measures and assist with identifying appropriate measures, such as additional training, risk abatement, or disciplinary action, etc., to reduce the frequency and severity of future incidents and improve the overall health and safety of TDOT's employees.

Coordinate the development and maintenance of Emergency Action Plans for TDOT buildings and facilities. Assist with the development of written programs for all TDOT facilities, particularly the Region garages, District garages, and County shops, as required by Regulatory Agencies. These programs include, but aren't limited to, Hazardous Communication, Trench Protection, Confined Space, Respiratory, Fire Extinguisher, etc. Work closely with the State Safety Engineering Manager and Region Safety staff to develop effective training on these written programs and a mechanism to manage safety training records.

Oversee the maintenance of the Department's OSHA 300A log and generate the information required for regulatory reporting. Manage the Department's Personal Protection Equipment policy and matrix of items required for employees.

Assist in the development of Occupational Health and Safety policies, procedures, guidance, and training to reduce incidents, limit TDOT exposure, create statewide transparency and consistency, and ensure compliance with all federal, state, and local safety regulations. Work with the Human Resources Division to generate reports for the Worker's Compensation program and provide data and other resources to assist in the development of policies, procedures, guidance, and training to support the program. Work closely with other Divisions to ensure the training is incorporated into Standard Operating Procedures and taught during new employee onboarding and that occupational safety requirements are incorporated into employee Individual Performance Plans.

Remain current on industry trends, ongoing research, and technological advancements relevant to data and reducing occupational injuries and property damage. Routinely identify, document, and effectively collaborate with industry partners, HQ Divisions, and Regions on acquired knowledge, including maximizing successes, acknowledging national best practices, and incorporating effective solutions gleaned from past challenges. Participate in regional and national working groups, research, committees, and training opportunities that benefit the health and safety of all who utilize TDOT's infrastructure network.

Provide exceptional customer service to internal and external customers through mentoring and opportunities to provide technical guidance, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Foster strategic partnerships with the Divisions, the Regions, and regulatory agencies to promote accountability and consistency, further partnering relationships, enhance employee safety, and successfully implement TDOT's vision statewide.

Assist in ensuring Occupational Health and Safety Division deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement and an established track record of success.

Qualifications

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

OR

- Master'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.

Ideal Candidate

The Safety Management System Senior Technical Specialist is a highly skilled professional who possesses exceptional critical thinking abilities. Their exceptional analytical abilities allow them to analyze complex data, leading to well-

informed decisions regarding data collection and reporting and the effectiveness of health and safety policies, procedures, guidelines, and training. Furthermore, their cooperative and helpful demeanor with other professionals and team members fosters a collaborative environment, contributing to the overall success and safety of the Department. The Safety Management System Senior Technical Specialist is an excellent problem solver and identifies and resolves issues quickly and efficiently.