

## 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.



### **Statewide Technical Specialist – Policy and Regulatory Compliance**

Occupational Health and Safety Division – State Safety Section

Nashville, TN

\$99,864 annually

#### **Job Overview**

The Occupational Health and Safety Policy and Regulatory Compliance Statewide Technical Specialist plays a critical role in safeguarding the compliance of TDOT's safety programs with all applicable health and safety regulations. This position promotes a culture of safety through collaboration and oversight of the consistent statewide administration of Occupational Health policies, technical guidance, and training related to employee and highway worker safety at all TDOT facilities.

The Statewide Technical Specialist will continuously identify trends and evaluate focus areas related to safety data systems that will aid in developing safety metrics 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**

Support the goals and objectives of the Occupational Health and Safety Division by overseeing the development of written safety programs, in collaboration with HQ and Region Safety staff, for all TDOT facilities, particularly the Region Garages, District Garages, and County Shops as required by regulatory agencies. Collaborate with the Safety Training and Fleet Safety Statewide Technical Specialist to ensure alignment of training content with safety programs that address changing practices, regulations, statutes, specifications, policies, and procedures.

Manage the identification of safety risk exposures for TDOT employees when working in and around facilities by performing job hazard analyses, reviewing work environments, reviewing and analyzing workers' compensation data, and job shadowing.

Serve as the Department's primary liaison to state and federal agencies including TN OSHA, the National Fire Protection Association, the TN State Fire Marshall's Office, the TN Department of Safety and Homeland Security, the TN Department of General Services, and the current holder of the statewide facility maintenance contract, to ensure all Department Facilities are operated safely and securely and in compliance with current federal, state, and local regulations, procedures, and policies as required by regulatory agencies. Manage communication with these regulatory agencies and

assist Region Safety staff and Facility Maintenance staff with investigating, reporting, and responding to incidents. Ensure all fire safety systems for Department facilities are inspected as required.

Implement and monitor a comprehensive dashboard for submitting, collecting, and reporting information related to both employee injuries and property damage incidents to provide for data-driven decision-making; maintaining audits and workers' compensation data used in the development of policies, procedures, guidance, and training; managing post-injury/accident investigations and reviews to allow for the identification of trends and mitigation measures that reduce the frequency or severity of future incidents, and managing safety training records. Manage the development and implementation of a leading indicator data program, including the development of safety score metrics that can be used to quantify the performance of individual business units with respect to safe behaviors.

Assist in the development of an internal Departmental facility safety inspection program for the purpose of identifying potential safety hazards, reducing incidents, limiting TDOT exposure, creating statewide transparency and consistency, and ensuring compliance with all federal, state, and local safety regulations. 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 revisions to applicable state and federal documents, innovative technologies, industry trends, and ongoing research related to employee and highway worker safety relative to facilities, garage and shop operations, new employee on-boarding, incident investigation and report/response generation. Routinely collaborate with industry partners, HQ Divisions, and Regions to identify and document knowledge on industry best practices to avoid past errors and ensure TDOT project successes. Assist with modifications to applicable policies, and procedures. Serve as TDOT's representative to national-level safety organizations, including the National Safety Council and the North American Association of Transportation Safety and Health Officials.

Provide exceptional customer service to internal and external customers through mentoring and providing 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 Policy and Regulatory Compliance 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.
- 8 years of demonstrated competency in occupational safety or a transportation-related field.
- Certified Safety Professional (CSP) Preferred.

OR

- Master's Degree in transportation management, engineering, occupational health and safety, or related field.
- 7 years of demonstrated competency in occupational safety or a transportation-related field.
- Certified Safety Professional (CSP) Preferred.

### **Ideal Candidate**

The Occupational Health and Safety Policy and Regulatory Compliance Statewide Technical Specialist is an essential member of the TDOT team, bringing valuable knowledge of employee and highway worker health and safety. They expertly balance the complexities of policies, technical guidance, procedures, and specifications while seamlessly integrating their technical expertise. The Statewide Technical Specialist's technical knowledge also allows them to identify opportunities for process improvement, assess risks, and propose solutions that positively impact the safety program. They are passionate about safety culture and work collaboratively with Region Operations, Headquarters Divisions, and regulatory agencies to benefit the health and safety of TDOT's staff.