

## Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

## What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

**For more information on this division, please see link below:**

<https://www.tn.gov/tdot/program-development-and-administration/local-programs.html>



## Transportation Program Monitor 1\*

TDOT State-Aid Office

Location: Nashville, TN

Compensation: \$3,985 (minimum) to \$4,958 (midpoint) per month

## Overview

The Tennessee Department of Transportation is currently accepting applications for a full-time Transportation Program Monitor 1\* for the State-Aid Office located at TDOT Headquarters in Nashville, TN, Davidson County.

This position will be responsible for the following:  
Program Administration of Locally Managed State-Aid and Bridge Grant Projects

## Responsibilities

The State-Aid Office assists local governments with administering state funded projects. Types of projects administered include roadway resurfacing, roadway safety and off-system bridge rehabilitation and replacement.

Direct roles and responsibilities for this position include, but are not limited to:

- Setting-up new projects in various state databases;
- Assigning state project numbers;
- Drafting contracts for signature and execution;
- Authorizing state project funds;
- Receipting and vouchering invoices for payment in the Edison System;
- Tracking of progress payments;
- Updating county balance spreadsheets electronically; and
- Preparing documents for project close-out.

This position may require some overnight travel within the State.

\*This position will flex to a Transportation Program Monitor 2 after one-year of service with good performance.

## Minimum Qualifications

Education and Experience: Graduation from an accredited college or university with a bachelor's degree.

**Applications must be submitted online in order to be considered for the position.**

Interested applications should apply online at:

<https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Select: #47644 - TRANS PROGRAM MONITOR 1\*

Questions? Email [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.