

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/multimodal-transportation-resources.html>



Transportation Program Monitor 1 Multimodal Division – Office of Multimodal Planning Location: Nashville, TN Compensation: \$3,985 to \$4,958 per month

Overview

The Tennessee Department of Transportation is currently hiring a full-time Transportation Program Monitor 1 professional for our Multimodal Division – Planning Office location in Davidson County.

The Multimodal Division supports safe mobility for all through public transportation, bicycling and pedestrian infrastructure, complete streets and demand management. The Division's Office of Public Transportation administers state and federal transit grants, provides compliance oversight, and works with transit agencies to support ridership, mobility, and accessibility. The Office of Multimodal Planning implement TDOT's Multimodal Access Policy and Statewide Active Transportation plan to expand pedestrian, bicycle, and vulnerable road user access; facilitate communications with internal and external stakeholders; and implement safe systems across mobility options.

The Multimodal Division, Office of Multimodal Planning, will be supporting the office's work towards TDOT's vision to serve the public by providing the best multimodal transportation system in the nation. This position will be supporting the office's work to expand mobility choices through infrastructure project development and delivery.

Responsibilities

Duties may include the following:

Planning

- Supports infrastructure project delivery and development that expand walking, bicycling, transit use, low-speed mobility options and demand management.
- Coordinates projects and policy details with federal, state, and local agencies, including TDOT regional offices and divisions.
- Reviews project and plan documents for compliance with TDOT's Multimodal Access Policy and opportunities to increase access for transit and non-motorized users.
- Reviews local, regional, and state plans for inclusion in project and plan documents.
- Participates in roadway and multimodal project field reviews and provides technical assistance on proposed infrastructure investments.
- Identifies project locations and opportunities for restriping, road rebalancing, and pedestrian/bicycle infrastructure as needed.
- Provides technical assistance to TDOT staff, consultants, and local governments as needed.

Administration

- Tracks project-level funding, scope, schedules and compliance, and coordinates recommendations for improvements to tracking processes.
- Reviews and tracks invoices and coordinates contractors for project-related activities.
- Tracks budgets and assists with financial projects related to programs.
- Reviews and approves state and local Transportation Improvement Program (TIP) modifications and amendments.
- Updates Multimodal Division website as needed.
- Supports grant and research projects by setting and reviewing criteria, serving on selection panels, and monitoring delivery of services and compliance.

Qualifications

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

- Preferred transportation planning, design, administration, accounting, geography, urban studies, or related sectors. A knowledge of multimodal transportation, safe systems, and complete streets concepts is encouraged.

All positions require the following knowledge, skills, abilities, and competencies:

- Written and oral communication skills to professionally interact with a variety of officials, administrators, and the general public
- Understanding and processing data and presenting this information to internal and external audiences
- Reading and understanding language in contracts, policies, designs and government regulations and applying it in daily functions
- Organizational skills to process planning documents, financial data, and programmatic information
- Technical computer skills

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 **Transportation Program Monitor 1**

Questions? Email 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.