

## 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.



### **Compliance Oversight Team Lead**

Passenger Transportation, Rail and Freight Division – Public Transportation Section  
Nashville, TN  
\$103,848 annually

#### **Job Overview**

The Compliance Oversight Team Lead will lead, mentor, and train the Compliance Oversight Team for the Public Transportation Section through empowerment, communication, and delegated authority. This position will develop work plans that align with TDOT's strategic vision and will effectively delegate authority and responsibility while ensuring the availability of resources for the Compliance Oversight Team to be successful.

The Compliance Oversight Team Lead will lead the development and implementation of departmental policies, discipline-specific technical guidance, procedures, and manuals related to compliance oversight for incorporation into TDOT's programs and projects. This position will ensure the implementation of the quality assurance program to achieve program efficiency and effectiveness. The Compliance Oversight Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring each team member's expected outcomes, performance, and accountability. The Compliance Oversight Team Lead will research national best practices to drive innovation and efficiency within the Compliance Oversight Team.

#### **Essential Job Responsibilities**

Manage resources and staff utilization and assist the Compliance Oversight Team in performing their roles effectively and efficiently, optimizing the Team's ability to administer compliance oversight processes successfully.

Lead compliance oversight for the Federal Transit Administration's federal programs, including Sections 5310, 5311, 5339, and other federal Programs. Conduct pre-award pre-certification reviews, triennial reviews and in-depth invoicing, financial management, and eligibility reviews; and preparing annual reports. Lead Drug & Alcohol Program oversight and ensure federal bus safety requirements are met, as applicable.

Perform procurement compliance oversight for federal and state-funded projects, including reviewing solicitation documents before solicitations, ensuring Buy America requirements are met, as applicable, and ensuring Disadvantaged Business Enterprise (DBE) requirements are met, as applicable. Develop and maintain project management processes to ensure efficient and compliant project delivery, including grantee construction project compliance oversight.

Lead the administration of the Asset Program, including tracking and inspecting

vehicles, equipment, and real property; executing asset disposal processing and oversight; completing Annual National Transit Database Reporting; and performing reconciliation processes, as required.

Develop and maintain procurement processes to assist in compliance with federal and state requirements, including providing transit agencies with the procurement policy template that meets all FTA requirements. For state funded projects, federal requirements must be included in some processes (e.g., Title VI and other compliance area requirements) so federal funds can be used in the future on associated activities.

Manage external partners, including developing and advising on contract scopes of work, negotiating contracts/grants, reviewing consultant contract/grant invoicing, managing contract/grant tasks, and completing consultant grading.

Lead the Compliance Oversight Team of the Public Transportation Section in providing exceptional customer service to internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Develop and implement quality control and quality assurance processes for the Compliance Oversight Team regarding compliance oversight activities to establish and ensure a direct relationship between quality and work outcomes.

Assist with managing the policy direction for the Compliance Oversight Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that support adherence to federal and state requirements, including best practices and improving planning processes. Assist with the financial performance of the Compliance Team in alignment with TDOT financial processes to ensure transparency and accountability.

Manage change and conflict, clarify the vision, take ownership of the change, communicate effectively, remain transparent, lead by example, and hold yourself and others accountable throughout the process.

Ensure the Compliance Oversight Team remains current on national best practices as it relates to compliance oversight processes and procedures; incorporate research, evaluations, and implementation of emerging processes and technologies into the compliance oversight responsibilities that will improve efficiency, resiliency, effectiveness, reliability, sustainability, and the safety of Tennessee's transportation network; integrate federal and state requirements into TDOT's guidance documents, processes, and procedures. Participate in peer exchanges with State and local governments and applicable industry partners for key insights and collaboration.

Provide oversight in the development of the Compliance Oversight Team deliverables, and ensure they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, production of annual reports as required, and an established track record of success.

### **Qualifications**

- Bachelor's degree in a related field.
- 5 years of demonstrated competency in Transit Planning, State and Regional Transportation Planning, Public Administration, Transportation Management, or a related field.

### **Ideal Candidate**

The Compliance Team Lead is highly skilled in creating, overseeing, and implementing innovative transit programs. They showcase excellent communication, leadership, and team management abilities, successfully engaging with stakeholders across all levels. In their leadership role, they guide the team on best practices and ensure adherence to

state and federal regulations, while promoting innovation. Their position is essential in identifying opportunities to overcome challenges and plan for future success.