

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.



Railroad Technical Coordinator 1

Passenger Transportation, Rail & Freight Division – Rail Coordination Section
\$61,428 annually

Job Overview

The Railroad Technical Coordinator 1 assists with the technical coordination of railroad-related components of TDOT infrastructure projects. This position provides clerical and logistical support, assists in preparing railroad agreements and documentation, and communicates with internal teams and external railroad contacts to ensure compliance with TDOT and federal processes.

The Railroad Technical Coordinator 1 position ensures that the logistical, procedural, and administrative components of railroad involvement are integrated into TDOT project delivery in accordance with Department policies and coordination protocols. This position supports the successful delivery of transportation projects by maintaining accurate documentation, tracking project milestones, preparing coordination materials, and facilitating timely communication with internal and external stakeholders, including railroads, TDOT Regions, consultants, and local agencies.

This position contributes to the Department's efforts to address railroad impacts throughout all stages of project development. It plays a key role in upholding coordination, consistency, and accuracy, ensuring project teams are equipped with the necessary support to navigate railroad-related requirements and interfaces while working under direct supervision. This position must effectively communicate coordination procedures and expectations through collaboration and follow-through within a matrixed project team environment.

Essential Job Responsibilities

Support Project Teams and the efficient delivery of TDOT's Work Program by performing foundational coordination, documentation, and administrative tasks that ensure railroad-related project components are handled accurately and on time. Working in collaboration with senior staff and technical specialists, acting as a key support resource within TDOT's matrix organization, helping to bridge communication between railroads, internal TDOT teams, and external stakeholders.

Integrate Quality Management into all deliverables by performing initial tasks that promote accuracy, consistency, and compliance in all railroad coordination activities. Document and ensure standardization, and support process improvements, all of which are essential to TDOT's commitment to delivering projects with high-quality standards.

Assist with preparing, formatting, and filing railroad agreements, Force Account Estimates (FAEs), Railroad Certifications, and project records. Organize project

documentation and maintain logs of correspondence with railroad companies and internal staff. Ensure documentation follows TDOT records retention policies.

Track railroad-related milestones on highway and infrastructure projects. Input data into project tracking systems and coordination logs. Support the review of project maps, plans, or schedules to identify railroad impacts.

Provide support for occasional site visits or inspections (e.g., note-taking, photo documentation). Conduct basic research on railroad ownership, project history, or utility conflicts using TDOT databases and public records.

Coordinate scheduling and assist in distributing agendas and follow-up materials for railroad coordination meetings. Serve as a point of contact for routine inquiries from TDOT Regions, MPOs, RPOs, or consultants related to railroad documentation needs—relay updates between the Railroad Coordination Section and other TDOT divisions as directed.

Participate in training sessions on TDOT project development, railroad coordination procedures, and applicable federal regulations (e.g., FRA and FHWA railroad requirements). Shadow senior team members during interagency coordination or project milestone meetings.

Remain current on railroad trends through familiarization with Federal regulations (e.g., 23 CFR 646), TDOT's project development process (e.g., PDN milestones), and standard rail-related technical requirements (e.g., flagging, signal upgrades, agreements). Participate in collecting, consolidating, analyzing, and reporting on railroad trends.

Provide exceptional customer service to project stakeholders by sharing railroad data and acquired knowledge with Project Teams, ensuring railroad data is easily accessible and organized, exercising effective listening skills, and communicating effectively.

Qualifications

- Associate's or bachelor's degree
- 3 years of demonstrated competency in railroad, project management, or related technical discipline.

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in railroad, project management, or related technical discipline.

Ideal Candidate

The Railroad Technical Coordinator 1 is a detail-oriented and collaborative individual with a strong foundation in document organization and project support. They bring a working knowledge of transportation or infrastructure coordination and demonstrate the ability to manage high volumes of technical documentation accurately and efficiently. Their understanding of project workflows—especially those involving external partners such as railroads—enables them to assist in tracking deadlines, formatting agreements, and maintaining clear communication across teams. They are proactive and dependable, often anticipating needs and ensuring tasks are completed with minimal oversight. With strong communication skills, they can clearly convey project updates and document requests to both internal TDOT staff and external railroad stakeholders.