

## 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 Senior Technical Specialist**

Passenger Transportation, Rail and Freight Division – Public Transportation Section,  
Compliance  
Nashville, TN  
\$75,204 annually

#### **Job Overview**

The Compliance Senior Technical Specialist is responsible for developing and implementing departmental policies, discipline-specific technical guidance, procedures, and manuals related to compliance oversight for Federal and State Grants for incorporation into TDOT's programs and projects. This position also implements the quality assurance program to ensure grant recipients' performance and compliance fall within applicable government regulations.

The Compliance Senior Technical Specialist works independently with the Federal Transit Administration (FTA) and other state and local governmental agencies to ensure compliance with certification reviews, eligibility reviews, and annual reporting. This position must perform advanced technical responsibilities and effectively articulate technical concepts through training, mentoring, and collaborating as part of a matrix organization.

#### **Essential Job Responsibilities**

Assist the Compliance Team in compliance oversight for the Federal Transit Administration's federal programs, including Sections 5310, 5311, 5339, and other federal programs.

Assist in 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.

Assist with developing and maintaining procurement processes to comply with federal and state requirements.

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.

Assist with administration of the Asset Management 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.

Assist in developing and implementing a quality control and assurance process regarding compliance oversight activities to establish and ensure a direct relationship between quality and work outcomes.

Coordinate and work with other disciplines within a matrix organization to develop procedures, guidelines, and performance metrics that support adherence to federal and state requirements, including best practices and improving the planning and compliance verification processes.

Provide exceptional customer service to both internal and external customers by exercising effective listening skills and providing prompt responses. Serve as a TDOT liaison in teaming with federal and state partners, MPOs, other local governments, and industry for planning and compliance-related issues.

Assist the Division Director, Manager, and Team Lead in the development of the Compliance Oversight Team deliverables, ensuring they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation to risk, production of annual reports as required, and an established track record of success.

### **Qualifications**

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

### **OR**

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

### **Ideal Candidate**

The Compliance Senior Technical Specialist is a proactive and detail-oriented professional with a strong understanding of state and federal grant compliance requirements. They excel in building collaborative relationships with grant recipients, acting as a trusted advisor and educator to ensure compliance with regulations while supporting the development of sustainable local transportation networks. With a proven ability to work independently, this Senior Technical Specialist demonstrates exceptional problem-solving and organizational skills, effectively managing complex processes such as compliance oversight, asset program administration, and quality assurance. They demonstrate superior communication and collaboration skills, effectively coordinating across teams and disciplines. As a liaison between TDOT, local agencies, and regulatory bodies, they ensure alignment and promote consistent adherence to grant compliance standards.