

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 Technical Specialist

Passenger Transportation, Rail and Freight Division – Public Transportation Section
\$60,600 - \$70,680 annually

Job Overview

The Compliance Technical Specialist provides critical support to the Compliance Oversight Team, which ensures the integrity and accountability of federal and state transit program funding, including FTA Sections 5310, 5311, and 5339, and state-funded grant programs. Under supervision, the Technical Specialist assists in monitoring grant recipients, data collection, compliance evaluations, asset management, and procurement oversight activities.

The Technical Specialist will conduct compliance monitoring, procurement oversight, and asset management activities to ensure alignment with Federal Transit Administration (FTA) and Tennessee state regulations. The role demands increased independence and initiative, and its responsibilities focus on assisting subrecipients, conducting site visits, analyzing program data, and supporting policy and process improvements. This position will leverage expertise in public transportation regulations, grant compliance, and coordination through training, mentorship, and on-the-job experience.

Essential Job Duties of the Technical Specialist 1, 2, and 3 include:

Assist in conducting pre- and post-award reviews of grantee organizations to verify eligibility and adherence to program guidelines. Ensure document compliance with federal and state regulations, including Buy America, Disadvantaged Business Enterprise (DBE) participation, and Title VI Civil Rights compliance. Support the preparation of quarterly and annual compliance reports, site visit documentation, and risk assessments.

Track and maintain records of vehicles, equipment, and facilities purchased with grant funds. Participate in annual physical inspections and reconciliations of transit assets, ensuring accuracy and timeliness in reporting to the National Transit Database (NTD).

Assist in collecting, organizing, and analyzing data in compliance reviews, performance monitoring, and annual audits. Assist in preparing drafts of technical summaries, charts, and dashboards to support internal and external reporting needs.

Perform inspections and assist with asset disposal and reconciliation processes. Use technical tools and software to document compliance activities and asset conditions.

Assist with implementing quality assurance procedures and contribute ideas for improving project and compliance processes.

Maintain organized records of coordination activities, agreements, and approvals Perform triannual calls with assigned agencies and document calls.

Provide exceptional customer service to internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Coordinate with internal TDOT disciplines (e.g., Civil Rights, Legal) to relay public transportation requirements and updates. Assist with scheduling meetings, taking meeting notes, and updating team logs. Attend site reviews with transit agencies, consultants, and TDOT representatives Attend other trainings and conferences as needed.

Additional Job Duties for the Technical Specialist 2 and 3 include:

Conduct detailed compliance reviews of subrecipients, including eligibility verification, review of grant deliverables, and adherence to FTA and state funding requirements. Ensure all compliance documentation is complete, consistent, and auditable. Support the preparation and submission of required federal reports such as: National Transit Database (NTD) submissions, FTA Section 5310/5311 compliance guides, quarterly reports, and risk assessments and charter service reports.

Analyze program data to contribute to progress dashboards and compliance summaries.

Assist in developing compliance-related guidance documents, procedures, and templates to streamline and standardize oversight practices. Support the Compliance Oversight Team Lead in identifying and documenting best practices based on peer exchanges, stakeholder input, and federal guidance.

Perform consultant and subrecipient prequalification, selection, invoice processing, and performance assessments. Coordinate and facilitate agreements with governmental agencies, consultants, contractors, and external partners to support the effective development and execution of grants, contracts, projects, and programs.

Additional Job Duties for the Technical Specialist 3 include:

Conduct procurement reviews for state and federally funded transit projects, ensuring compliance with Buy America, DBE requirements, and other regulatory standards. Support the tracking and review of project solicitations, scopes of work, and procurement documentation. Assist in developing process improvements and templates that enhance compliance and transparency.

Coordinate compliance and reporting efforts with local transit agencies, planning organizations, consultants, and federal/state partners. Support the consultant performance evaluation process by assisting in reviews, documentation, and feedback collection.

Mentor and provide technical guidance on transit coordination procedures. Perform quality reviews of grant agreements, funding documentation, and coordination plans. Contribute to developing and revising statewide public transportation coordination policies, standards, and training materials. Support the training, mentoring, and quality assurance of work performed by team members.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

- Bachelor's Degree
- 1 year of demonstrated competency in Transit Planning, State or Regional Transportation Planning, Public Administration, Transportation Management, Grants Management or a related field.

TDOT Technical Specialist III

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

The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, level of FTA public transportation safety certification, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.

Ideal Candidate

The Compliance Technical Specialist is a curious and motivated professional who thrives in collaborative environments and values public service. They bring a foundational understanding of transportation planning or public administration, paired with strong analytical skills and a keen eye for regulatory compliance. This person thrives in a collaborative, team-based environment and communicates clearly with a wide range of stakeholders, including local agencies, federal partners, and consultants. They are comfortable balancing office responsibilities with fieldwork, and they are committed to public service, continuous improvement, and upholding the integrity of state and federal transit programs through accountability, transparency, and innovation.