

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.



Mobility and Accessible Transportation Technical Specialist

Passenger Transportation, Rail and Freight Division – Public Transportation Section

\$60,600 - \$70,680 annually

Job Overview

The Mobility and Accessible Transportation Technical Specialist will support efforts to enhance transit mobility and accessibility across Tennessee. This role will assist in delivering safe and equitable transit services statewide by helping administer programs like the Federal Transit Administration's (FTA) Section 5310 and state-funded initiatives such as Critical Trips (CRIT.)

The Mobility and Accessible Transportation Technical Specialist works directly under experienced team leads, receiving hands-on training in transit program management, transit coordination and strategic planning,, and contract administration. You'll also gain valuable experience engaging with public and private transit agencies, planning organizations, and internal TDOT teams to ensure program goals are being met. This position will involve participating in the transit planning processes, supporting the development of grant applications and training documents, assisting in quality control processes, and helping collect and analyze transit-related data. The Mobility and Accessible Transportation Technical Specialist will review invoices, prepare compliance documents, and contribute to statewide policy updates.

The Mobility and Accessible Transportation Technical Specialist ensures that Department policies, technical guidance, procedures, software, websites, and systems related to public transit are current and accurate. This position must effectively articulate technical concepts through training, mentoring, and collaboration.

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

Assist in administering key transit programs, such as: FTA Section 5310 (Enhanced Mobility of Seniors & Individuals with Disabilities), FTA Section 5311 (Rural Transit), State-funded CRIT, Urban Operating (UROP), and IMPROVE grant programs.

Assist with establishing grant budgets, collect eligibility documentation, and support pre-award activities. Support the review and preparation of grant-related documents, including invoices, contract agreements, and applications.

Assist in preparing required reports, including FTA quarterly reports, National Transit Database (NTD) submissions, and Annual risk assessments and performance dashboards. Enter and maintain transit program data in internal systems.

Maintain organized records of coordination activities, agreements, and approvals.

Assist in developing contract special provisions related to public transit programs. Assist

in tracking program and project schedules to ensure transit-related deliverables are completed on time. Prepare reports, charts, and graphs used in the presentation of data to support internal coordination and decision making.

Assist senior staff in overseeing transit-related coordination and planning projects. Document coordination activities and strategic planning progress by helping to compile and organize notes, reports, and technical documents.

Participate in formal and informal training related to: TDOT grant processes, transit planning and performance metrics, and data systems and software tools (Excel, SharePoint, etc.). Learn foundational skills in policy interpretation, data analysis, and report generation.

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 and external stakeholders to relay transit requirements and updates. Assist with scheduling meetings, taking meeting notes, and updating team logs.

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

Assist in compliance reviews and risk assessments of funded agencies. Review invoices and procurement documents for accuracy and adherence to program requirements. Ensure all grant-related activities meet FTA and TDOT standards. Review and score transit grant applications during competitive funding cycles.

Track real property, equipment, and vehicle assets. Participate in site visits and provide recommendations for improvements or corrective actions. Support oversight of transit-related capital projects (transit centers, shelters, etc.). Approve invoices and reimbursement requests for federal and state-funded projects.

Collect and analyze performance metrics to inform funding decisions and program effectiveness. Prepare quarterly and annual reporting for FTA, NTD, and internal dashboards. Support policy development through trend analysis and national best practice research.

Communicate with external stakeholders, local government agencies, contractors, and consultants to address issues involving prequalification, contracts, compliance, and invoice processing. Support team members and share insights on the best practices and standards of public transit program administration.

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:

Independently manage transit programs. Lead calls for projects, score grant applications, and coordinate awards with internal teams. Establish budgets and monitor the performance of subrecipients or agencies. Draft summaries for performance dashboards and reports to TDOT leadership or legislators.

Review solicitations and procurement documents from grantees before release. Ensure grantees meet match requirements for federal funding.

Conduct and guide full compliance reviews, audits, and risk assessments of agencies and subrecipients. Develop and refine tools and processes to ensure federal and state regulations adherence. Supervise procurement, asset management, and construction documentation for quality and accuracy.

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 policies, standards, and training materials. Support the training, mentoring, and quality assurance of work performed by team members.

Collaborate with internal and external stakeholders to identify and address moderately complex challenges. Communicate with Regions, local agencies, consultants, contractors, and legislators to offer guidance and help resolve grants, projects, and programs issues.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

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

TDOT Technical Specialist III

- Bachelor's Degree
- 2 years of demonstrated competency in Transit Planning, State and Regional Transportation Planning, Public Administration, Transportation Management, or 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 Mobility and Accessible Transportation Technical Specialist is a curious and motivated professional who thrives in collaborative environments and values public service. They approach their work with a strong sense of responsibility, attention to detail, and a commitment to continuous learning. Naturally inquisitive, they are eager to grow in their understanding of how their contributions impact communities and infrastructure across Tennessee. They bring a positive attitude, adapt well to change, and build strong working relationships across diverse teams. With a thoughtful and forward-looking mindset, they are driven to make meaningful contributions and support others in achieving shared goals.