

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 Senior Technical Specialist

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

Job Overview

The Mobility and Accessible Transportation Senior Technical Specialist will support efforts to enhance transportation mobility and accessibility across Tennessee. This role will assist in delivering safe and equitable transportation services statewide by administering transportation demand management (TDM) programs and projects.

The Mobility and Accessible Transportation Senior Technical Specialist work's directly under a Team Lead to complete transportation program management, transportation coordination and strategic planning, and contract administration. The Senior Technical Specialist will engage with public and private agencies, planning organizations, and internal TDOT teams to ensure transportation demand management program goals are met. This position will involve participating in the transportation planning processes, developing grant applications and training documents, administering quality control processes, and collecting and analyzing transportation-related data. The Mobility and Accessible Transportation Senior Technical Specialist will independently administer the State's Swipe and Ride employee benefit program and implement statewide transportation demand management policy projects.

This position ensures that TDOT's policies, procedures, systems, and technical guidance related to public transit mobility are accurate, current, and compliant with state and federal requirements. The Senior Technical Specialist will be expected to work both independently and, in a team, setting, performing expert skill-level technical duties.

Essential Job Duties of the Senior Technical Specialist include:

Administer key transportation programs, such as WayfinderTN, Swipe & Ride, Congestion Mitigation & Air Quality Program (CMAQ) TDM projects, Carbon Reduction Program TDM Projects, and other state funded TDM projects and grant 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.

Lead the development, processing, and monitoring of federal and state funding obligations by funding type for transportation funding projects and programs.

Review, process, and ensure compliance of transportation grant applications from local government agencies or other qualified applicants for projects and programs that

qualify for federal and state funding through the transportation demand management program.

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. Oversee procurement, asset management, and project 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 TDM policies, standards, and training materials. Support the training, mentoring, and quality assurance of work performed by team members.

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.

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 program issues.

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

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.

Qualifications

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

Ideal Candidate

The Mobility and Accessible Transportation Senior 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. They are eager to impact communities and infrastructure across Tennessee through transportation demand management. They demonstrate strong analytical skills, adaptability, and effective communication, contributing positively to team environments and stakeholder relationships. 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.