

## Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

## What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

For more information on this division, please see link below:

**Long Range Planning**



## Planning Specialist Advanced

505 Deaderick St

Nashville, TN

Compensation: \$4,091.00 - \$6,546.00

### Overview

The Tennessee Department of Transportation is currently hiring two full-time **Planning Specialist Advanced** professionals for our Long-Range Planning (LRP) Division. One for the Statewide Planning Office (SPO) which will be located at TDOT Headquarters in Davidson County, TN. One for the Programs Office (AQO) which may be in Davidson, Hamilton, or Knox counties. Both positions could qualify for a work from home option (Alternate Work Solutions) reporting to the work location on a weekly basis.

**The Statewide Planning Office (SPO)** is responsible for managing large-scale planning efforts across the state that feed directly into the Statewide Long-Range Transportation Plan and is the first step in the project development cycle. SPO works with internal and external stakeholders to facilitate statewide planning efforts and to identify transportation needs for all modes of transportation.

**Programs Office (PO)**, in coordination with the Federal Highway Administration (FHWA), provides funding and program opportunities that support the goal of improving congestion and air quality for communities across the state. The PO works closely with other TDOT Divisions, metropolitan planning organizations, the FHWA TN Division Office, and other state and local agencies to achieve the outlined goals. The PO oversees four programs: Travel Demand Management (TDM), Congestion Mitigation Air Quality (CMAQ), National Electric Vehicle Infrastructure (NEVI) and Carbon Reduction (CRP).

The ideal candidate should be an independent, but collaborative worker willing to learn and work as a team to identify problems and propose creative solutions to them.

### Responsibilities

- Assist in the development and implementation of strategies that coordinate the State's Long- and Short-Range Planning efforts.
- Lead efforts in the development of Rural Transportation Plans, Corridor Studies, Congestion Action Plans, Long Range Plans, County Comprehensive Plans, Infrastructure Deployment plans, Carbon Reduction plans, and Technical Studies for identified TDOT projects.
- Participate in regular collaborative opportunities with state, regional and local agencies.
- Assist with integrating extreme weather and natural hazard resilience into the department's decision-making processes and operating procedures.
- Attend and present at various meetings and conferences as necessary.
- Participate in the development, monitoring, and coordination of urban transportation planning activities.
- Conduct research and maintain an awareness of new issues, methodologies, equipment, trends that advance the profession.
- Maintain a comprehensive knowledge of applicable federal, state, and local policies, procedures, programs, codes, regulations, and standards.

### Qualifications

- Graduation from an accredited college or university with a bachelor's degree in community / urban planning, transportation planning, public administration, civil engineering, or other related fields
- Strong Interest in Transportation Planning and Plan Development
- Strong interest in Transportation Sustainability and Resiliency
- Strong interest in environmental and/or air quality planning and transportation policies.
- Excellent verbal and written communication skills, including public speaking and presentations.

- Experience with Microsoft O365 products; including Outlook, TEAMS, and SharePoint.
- Grants or program management experience
- Data gathering and analysis experience
- Leadership experience
- Ability to work independently, including staying on task in a work-from-home environment and in a team environment, including participation at statewide conferences
- Ability to participate in local and statewide travel

*Preferred*

- Knowledge of Travel Demand Management and Traffic Operations
- Experience with Adobe Suite products
- Knowledge of the Code of Federal Regulations; specifically, Titles 23 and 49
- Knowledge of various State Regulations; specifically, Titles 4-8.
- Knowledge of Bipartisan Infrastructure Law (BIL) Grant Programs.
- Knowledge of US DOT, Justice 40 Initiative.

**Applications must be submitted online.**

Interested applications should apply online at:

<https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Select **PLANNING SPECIALIST-ADVANCED**

Questions? Email [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.