

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. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



Metropolitan Planning Organization Senior Technical Specialist Planning Division – Community Transportation Planning Section Nashville, \$75,204 annually

Job Overview

The Metropolitan Planning Organization (MPO) Senior Technical Specialist serves as the subject matter expert for TDOT's metropolitan transportation planning processes. This position is responsible for participating in transportation studies coordinated by MPOs and local municipalities and assisting in the development of plans, studies, and other transportation planning products.

The MPO Senior Technical Specialist role requires collaboration with TDOT Divisions and Regions, the Federal Highway Administration (FHWA), and various local, regional, and state agencies. This position must effectively articulate metropolitan planning program and project concepts through training, mentoring, and collaborating as part of a matrix organization.

Essential Job Responsibilities

Develop and coordinate FHWA and TDOT review of Unified Planning Work Programs (UPWP), Public Involvement Plans (PIPs), Transportation Improvement Programs (TIPs), Long Range Transportation Plans (LRTPs), and other federally mandated plans, reports, and documents to create a foundation for well-informed decision-making and long-term success in transportation planning and implementation.

Research transportation-related funding opportunities and other planning resources to support the development of sustainable, resilient, and efficient transportation systems and aid MPOs in their transportation challenges. Provide funding information to the MPOs and local agencies for projects that have been programmed in the TIPs.

Develop, assist, coordinate, and manage statewide and regional transportation studies and plans that support TDOT's mission and vision and align with the State's transportation goals and objectives.

Assist MPOs with potential funding opportunities by informing them of Federal and State grant availability, including grant requirements, Notices of Funding Opportunities, eligibility requirements, and other pertinent grant information to maximize financial resources and to support local and regional priorities.

Coordinate with local governments and Federal and State agencies regarding status and implementation issues of awarded grants and assist in ensuring all grant reporting is accomplished per requirements.

Coordinate the review of MPO transportation plans, programs, and policies with other TDOT Divisions and Regions, Federal agencies, other state and local agencies, and the public, as necessary to ensure they are comprehensive, technically sound, and widely supported.

Assist in preparing for and presenting information at MPO Board and other local meetings to ensure clear and accurate communication, facilitate effective decision-making, enhance stakeholder engagement, foster transparency, promote collaboration, and strengthen public confidence in transportation planning efforts.

Assist the Division Director, Manager, and Team Lead in the development and delivery of metropolitan planning training and technical guidance that addresses acquired knowledge and risk management, inspiring new program and project processes, procedures and technologies, and developing skills. Provide expertise, training, and mentoring to TDOT staff and local agencies regarding metropolitan planning issues and considerations.

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-related issues.

Remain current with national and regional applicable metropolitan planning initiatives and trends. Assist in developing, maintaining, and updating TDOT's policies, methods, procedures, and guidelines for the efficient and effective management of metropolitan planning programs in conformance and compliance with federal and state requirements and TDOT policies.

Promote and encourage the pursuit of excellence in alignment with TDOT's visions. Assist with the development and execution of quality management procedures for metropolitan planning to ensure a high level of quality, achievement, and implementation. Consistently work to improve processes that support quality deliverables.

Qualifications

- Bachelor's degree
- 3 years of demonstrated competency in State and Regional Transportation Planning, Land Use and Community Planning, Public Administration, or a related field

OR

- Master's degree
- 2 years of demonstrated competency in State and Regional Transportation Planning, Land Use and Community Planning, Public Administration, or a related field

Ideal Candidate

The Metropolitan Planning Organization Senior Technical Specialist is highly organized and detail oriented. They possess excellent communication and interpersonal skills and coordinate with multiple stakeholders effectively. They are committed to fostering collaboration and promoting transparency and thrive in a dynamic, team-oriented environment. The MPO Senior Technical Specialist brings a passion for advancing sustainable, equitable, and efficient transportation systems. They understand that the best outcomes are achieved through collective effort and effective communication.