

## 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 3,800 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

505 Deaderick St | Nashville, TN

Compensation Range: \$47,496 - \$71,400 Annually

## Overview

The Tennessee Department of Transportation is currently hiring two (2) full-time **Planning Specialist positions** for our Long-Range Planning (LRP) Division. One for the Air Quality Office (AQO) and one for the Office of Community Transportation (OCT) located at TDOT Headquarters in Davidson County, TN, with the option of AWS (Alternate Work Solutions).

**The Air Quality Planning Office (AQO)**, 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 AQO 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 AQO oversees three Federal programs: Congestion Mitigation & Air Quality (CMAQ), National Electric Vehicle Infrastructure (NEVI) and Carbon Reduction (CRP) and is also the lead agency for statewide Transportation Demand Management (TDM) Programs.

**The Office of Community Transportation (OCT)** supports TDOT through interaction with local and regional agencies across the region and assisting those communities with the production and monitoring of various transportation planning documents and policies. The Office is comprised of two sections, Community Planning and Regional Planning. OCT's mission is to coordinate the state's transportation planning, land use policies, and community visions to guide the development of a safe and efficient statewide transportation system.

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.

## Responsibilities

- Assist in the development and implementation of various planning initiatives, including Rural Transportation Plans, Corridor Studies, Congestion Action Plans, Statewide Long-Range Plans, County Comprehensive Plans, Infrastructure Deployment Plans, Carbon Reduction Plans, and Technical Studies.
- Participate in the development, monitoring, and coordination of urban/rural transportation planning activities.
- Assist in the development and implementation of TDM strategies that coordinate the State's Long- and Short-Range Planning efforts.
- Plan, develop, coordinate, and implement various education and outreach events related to TDOT plans and projects.
- Conduct research and maintain an awareness of new issues, methodologies, equipment, trends that advance the profession.
- Grant administration assistance, including developing outreach materials, review and scoring of applications, award announcements, invoice reviews, budget tracking, and review of plan documents.
- Provide technical assistance to Metropolitan Planning Organizations, Rural Planning Organizations, and Local Governments.
- Participate in regular collaborative opportunities with local, regional, and state agencies, including day travel and occasional over-night travel.
- Attend and present at various meetings and conferences as necessary.
- 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**
- Excellent verbal and written communication skills, including public speaking and presentations.
- Proficient in the full suite of Microsoft products, including Outlook, Teams, and SharePoint.
- Experience in transportation planning or an applicable field.
- Grants management experience.
- Data gathering and analysis experience
- Design skills; creating informational brochures, website design, infographics, etc.
- Ability to work independently, including staying on task in a work-from-home environment and in a team environment, including participation at statewide conferences.

### *Preferred*

- Knowledge of Travel Demand Management techniques
- Knowledge of Metropolitan and Rural Planning Organizations
- Experience with Adobe Suite products
- Experience with Grants management
- Knowledge of the Code of Federal Regulations; specifically, Titles 23 and 49
- Knowledge of various State Regulations; specifically, Titles 4-8.

## **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**

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.