

## Who we are:

TDOT is a multimodal agency with statewide responsibilities in roadways, aviation, public transit, waterways, and railroads serving all modes and all users of the State's transportation system. Our involvement ranges from building and maintaining roads and bridges to funding transit buses and TDM services to planning for freight and multimodal investments.

The Department of Transportation (TDOT) has over 4,000 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 Supervisor

TDOT Location

Location: Nashville, TN

Compensation: \$4,296 to \$6,872 monthly

## Overview

The Tennessee Department of Transportation is currently hiring a full-time **Planning Supervisor** for the Long-Range Planning (LRP) Division's Air Quality & Carbon Reduction Office located at TDOT Headquarters in Davidson County, TN

This Office, in coordination with the Federal Highway Administration (FHWA), is responsible for managing various programs focused on improving the state's transportation system through strategies that improve and encourage resource-efficient travel options, increase the efficiency of vehicle and infrastructure technology, and use lower-carbon fuels to reduce the impacts of transportation. This Office works closely with state and local governments, private industry, schools, universities, employers, residents, and numerous stakeholders to advance mobility options and reduce trips made by single-occupant vehicles of all trip types (i.e., work, recreational, school, etc.); develop and promote Tennessee's alternative fuels and EV program; and support the State's Carbon Reduction and CMAQ programs.

The Planning Supervisor will be involved in key planning decisions and will directly manage the state's Transportation Demand Management (TDM) and Carbon Reduction and CMAQ Programs, as well as other programs that may arise from state or federal legislation. The ideal candidate should have strong leadership and communication skills, be a self-starter, possess an independent, but cooperative work ethic, and be willing to learn and work in a team atmosphere to identify problems and propose creative solutions.

## Responsibilities

- Manage the Air Quality & Carbon Reduction Office by training, coaching, mentoring, and distributing task assignments in support of TDOT's CMAQ, NEVI, and Carbon Reduction programs.
- Administer the newly created Carbon Reduction Program – which includes development and maintenance of the state's Carbon Reduction Strategy.
- Lead the Statewide TDM Program by assisting regional programs through coordination, collaboration, education, and communication.
- Assist in policy development and implementation at the state, regional, and local levels.
- Administer the state's Swipe and Ride Program.
- Work with other TDOT divisions to incorporate and advance trip-reduction strategies into carbon-increasing projects.
- Assist in developing the Department's Long Range Transportation Plan.
- Produce weekly, quarterly and annual reports.
- Mentor staff on best practices of departmental, state, and federal laws, rules, regulations, guidelines, policies, and procedures.
- Attend various meeting and planning activities as assigned by the planning manager
- Other duties as assigned

## Qualifications

- Proficient in the full suite of Microsoft products, including Outlook and Teams.
- Experience in transportation planning, or an applicable field.
- Leadership experience
- Project management experience

## 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.

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- Excellent verbal and written communication skills.
- Experience with Adobe Suite products

### *Preferred*

- Program development experience
- Grants management experience
- Knowledge of the Code of Federal Regulations
- Knowledge of various State Regulations
- Alternative fuels knowledge and experience

## Applications must be submitted online.

Interested applications should apply online at:

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

Select **PLANNING SUPERVISOR**

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.