

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.



Federal Aid Technical Specialist

Program Operations Division – Federal Aid Funding Section

\$60,600 - \$70,680 annually

Job Overview

The Federal Aid Technical Specialist applies Department policies, performance metrics, and quality-assurance processes to ensure accurate tracking of federal obligations and expenditures. Working in a matrix environment, this position coordinates with the Federal Aid Funding Section, Project Teams, the Finance Division, and the Federal Highway Administration (FHWA) to deliver timely authorization packages, maintain compliance with federal and state requirements, and contribute to the Department's annual financial plan. This position also assists with developing and implementing performance metrics and coordinates with appropriate state and federal agencies during the development of program operations systems, processes, and procedures.

The Federal Aid Technical Specialist supports the Federal Aid Team by applying Department policies, methodologies, tools, resources, procedures, training, governance, and manuals to produce accurate work products and services that monitor federal obligations and expenditures reported to the FHWA.

Essential Job duties of Technical Specialist I, II, and III include:

Support the Federal Aid Senior Technical Specialists by coordinating funding obligation with other disciplines in alignment with the Project Delivery Network (PDN) letting schedule and applicable federal standards.

Monitor the Department's letting plan daily, noting any milestone at risk of missing FHWA authorization deadlines and coordinating corrective action with Project Teams. Confirm that federal authorization packages are complete and submitted within federally mandated deadlines.

Remain current on TDOT performance measures, Records Disposition Authorization (RDA) requirements, and all Federal regulations and corrective action plans that govern the data.

Provide exceptional customer service to internal and external customers by using active listening skills, prompt responses, thorough documentation, and clear communication.

Integrate Quality Management into every funding deliverable, ensuring packages are complete, error-free, and compliant with FHWA requirements.

Assist with compiling monthly obligation and expenditure reports and/or dashboards for TDOT leadership and FHWA, using tracking tools to verify data accuracy before submission.

Additional Job duties for the Technical Specialist II and III include:

Coordinate with federal and state agencies to refine Program Operations Division systems and procedures; monitor inactive federal obligations, assist with project closeout and compile regulatory reports to maintain compliance.

Participate with Project Teams in alignment with the PDN by providing funding input at all applicable project milestones.

Coordinate with Project Teams to produce funding and expenditure studies and analysis within the project's scope, schedule, and budget as part of a matrix organization.

Prepare and submit Preliminary Engineering (PE), Right-of-Way and Construction authorization requests for state and locally managed Federal projects,

Coordinate with Project Teams to develop funding and expenditure analyses that inform scope, schedule, and budget decisions. Prepare funding analyses and complete all documentation required for authorization requests, ensuring packages are ready for review and approval. Maintain clear records to support the exercise of federal obligating authority.

Additional Job Duties for the Technical Specialist III include:

Facilitate the development and delivery of training on data management, risk management, and performance metrics related to federal-aid funding.

Collaborate with the Federal Aid Senior Technical Specialist to revise and update Division policies, standards, and manuals, ensuring alignment with current federal and state code. Participate in policy review sessions to understand the rationale behind policy changes and their impact on operations.

Identify and document potential risks in funding packages and project schedules, escalating high-impact concerns. Recommend corrective actions for routine issues to ensure timely obligation and compliance. Conduct statewide quality assurance reviews of funding deliverables to ensure consistency and mitigate department risk.

Assist in the development and administration of contracts by reviewing scopes of work, tracking task completion, and monitoring consultant deliverables under the guidance of the Federal Aid Senior Technical Specialist. Support invoice review by verifying accuracy of task documentation and compliance with TDOT procedures.

Remain current with national and regional applicable planning and programming trends and best practices. Assist in maintaining and updating TDOT's policies, methods, procedures, and guidelines to efficiently and effectively manage planning and programming activities in conformance with federal and state requirements and TDOT policies.

Qualifications

TDOT Technical Specialist I

- Bachelor's degree

TDOT Technical Specialist II

- Bachelor's degree
- 1 year of demonstrated competency in State and Regional Transportation Planning, Public Administration, Business Administration, Accounting, Finance, Economics, or a related field

TDOT Technical Specialist III

- Bachelor's degree
- 2 years of demonstrated competency in State and Regional Transportation Planning, Public Administration, Business Administration, Accounting, Finance, Economics, or a related field

The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.

Ideal Candidate

The Federal Aid Technical Specialists 1, 2, and 3 demonstrate expertise in federal, state, and local funding requirements. They excel at data analysis, technical writing, and multi-stakeholder coordination. The Federal Aid Technical Specialist manages complex, multi-stakeholder initiatives. They have a firm grasp of applicable federal, state, and local policies, procedures, and programs and are committed to delivering high-quality results.