

## 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.



### **Economic Projects Technical Specialist**

Project Management Division – Engineering Concepts and Statewide Programs  
Section, Economic Projects  
Nashville, TN  
\$61,200 - \$70,680 annually

#### **Job Overview**

The Economic Projects Technical Specialist works in a team setting, providing support and expertise to the Economic Projects Team, Engineering Concepts and Statewide Programs Section, and Project Teams in developing, evaluating, and implementing economic transportation projects that enhance connectivity and drive economic growth. This position will assist the Economic Projects Team in collaborating with multi-disciplined stakeholders within TDOT, the Federal Highway Administration (FHWA), local municipalities, and communities to orchestrate a structured and collaborative approach to assessing project feasibility, creating a supportive environment for businesses, investing in infrastructure and workforce development, and creating a thriving local economy.

This position will assist in evaluating performance indicators to implement acquired knowledge into the development of economic projects that mitigate the Department's risk and increase performance as part of fulfilling TDOT's strategic vision. The Economic Projects Technical Specialist assists in implementing the State Industrial Access Program as part of the Project Management Division's activities. This position must effectively articulate technical concepts through training, mentoring, and collaborating as part of a matrix organization.

#### **Essential Job Duties of Technical Specialist I, II, and III include:**

Assist in the review of economic project applications, ensuring compliance with eligibility criteria and applicable regulations. Assist in the review of grants, partnerships, and budget allocations for use in developing a funding strategy to optimize the feasibility of economic projects. Assist in completing the State Industrial Access components.

Strengthen the Economic Projects Section by using a risk-based, data-driven process to manage the investigation, coordination, evaluation, and processing of potential projects associated with highway access for new and expanding industries across the state. Collect and evaluate project-related data, including traffic studies, access concerns, environmental considerations, multi-modal considerations, major project risks, market conditions, and funding eligibility. Collaborate with Project Teams and Asset Management to determine implementation strategies for phased implementation to meet short- and long-term goals. Assist in the development of cost estimates.

Remain current with population trends, economic shifts, workforce development and job creation, public-private investment opportunities, land use and sustainable housing growth, cultural and community amenities, and applicable local, state, and federal regulations that impact economic development.

Provide exceptional customer service by building effective stakeholder partnerships, cultivating an environment for strategic economic development, collaborating with local organizations to build economic resilience while assessing each pertinent community's strengths and needs, exercising effective listening skills, providing prompt and comprehensive responses, maintaining complete and accurate documentation, and communicating effectively.

Assist in ensuring Economic Projects deliverables are consistent, predictable, and repeatable to provide for high levels of achievement, mitigation of risk, and an established track record of success.

**Additional Job Duties for the Technical Specialist II and III include:**

Track economic development projects provide a long-term view of capital investments and provide for clear accountability that allows for communities to better understand how these projects will contribute to economic growth over time.

Participate on Project Teams as part of a matrix organization and maintain project continuity by ensuring Project Teams are aware of requested design considerations, associated local agreements, contracts, and deposits, and economic project stakeholders.

Perform Benefit-Cost Analyses to ensure sustainable development and economic growth associated with infrastructure solutions. Review conceptual designs, cost estimates, and concept reports for highway access.

Assist the Economic Projects Manager in the management of external partners, including the negotiation of contracts, review of consultant invoicing, management of contract tasks, and completion of consultant grading.

**Additional Job Duties for the Technical Specialist III include:**

Coordinate with the Economic Projects Senior Technical Specialist and the TDOT Technical Training Director and assist in the development and presentation of Economic Projects training and technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills.

Perform quality assurance reviews of analyses, reports, and studies. Ensure Economic Projects Section deliverables are in alignment with TDOT performance objectives. Ensure all data-related activities and critical documents are maintained in alignment with the State of Tennessee Records Disposition Authorization (RDA).

Assist in the coordination with local governments, TDOT Leadership, and the Tennessee Department of Economic and Community Development (TECD) Site Development Grant Committee to ensure conceptual designs meet the required needs and eligibility requirements.

**Qualifications**

**TDOT Technical Specialist I**

- Bachelor's Degree

### **TDOT Technical Specialist II**

- Bachelor's Degree
- 1 year of demonstrated competency in a transportation-related field and/or project management

### **TDOT Technical Specialist III**

- Bachelor's Degree
- 2 years of demonstrated competency in a transportation-related field and/or project management

**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**

This position is a career path series within TDOT. The Economic Projects Technical Specialist I, II, or III demonstrates a combination of technical expertise, analytical skills, and effective communication abilities. They are aware of the challenges that come with coordinating with numerous stakeholders and have developed effective techniques to obtain the necessary input to evaluate economic projects efficiently. The Technical Specialist values collaboration, communicates effectively with stakeholders, and is committed to improving Tennessee's transportation infrastructure through economic development initiatives.