

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.



Outdoor Advertising/Junkyard Control Technical Specialist
Right of Way Division – Property Management/Excess Lands, Outdoor
Advertising/Junkyard Control Section
Nashville, TN
\$60,600 - \$70,680 annually

Job Overview

The Right of Way (ROW) Outdoor Advertising/Junkyard Control (ODA/JYC) Technical Specialist will work both independently and in a team setting, providing support and expertise to the State ODA/JYC Section Team. This position will assist the Section Team Lead with implementing statewide work plans, meeting the Section's strategic vision, and assuring compliance with Federal and State laws and requirements pertaining to ODA/JYC. This position will involve completing Outdoor Advertising/Junkyard Control program tasks in accordance with the Highway Beautification Act, the Tennessee Outdoor Advertising Control Act of 2020, the Tennessee Junkyard Control Act, and any other Tennessee statutes regarding Outdoor Advertising and Junkyards.

The ROW Technical Specialist will possess and demonstrate skills and knowledge related to government regulation of private industry, such as statutory requirements, penalties, and numerous legal concepts. This position must effectively communicate Outdoor Advertising/Junkyard Control concepts through training, mentoring, and collaboration as part of a matrix organization and demonstrate skills and knowledge in ODA/JYC-related computer applications.

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

Perform ROW functions in accordance with the Highway Beautification Act, Tennessee Outdoor Advertising Control Act of 2020, Tennessee Junkyard Control Act, other Federal and Tennessee statutes, and the TDOT ROW Manual to ensure that compliance and audit standards are achieved. Maintain accurate, complete, and timely documentation of all actions taken during the Outdoor Advertising, Junkyard Control, and Vegetation Control permit application processes, permit regulation, and handling of permit violations, including stakeholder contacts, field inspections, sign location maps, notices, legal actions, and coordination with other TDOT Divisions. Administer and manage TDOT ROW Division's database program and software.

Assist with receiving and processing Outdoor Advertising Permit applications and fees; verifying field inspection notes and permit application information submitted by the applicant for completeness and accuracy; and subsequent issuance of denial notices, tags, and permits. Ensure that zoning, size, lighting, and spacing distance from adjoining signs are compliant with statutes. Ensure the ODA sign is verified to be in conformance with the approved permit once it is constructed.

Assist with receiving and processing Vegetation Control Permit applications; verifying field inspection notes and permit application information submitted by the applicant for completeness and accuracy; and subsequent issuance of denial notices or permits. Assist with receiving and processing payments for permit application processing fees and Work Supervision fees. Assist with receiving and verifying Surety Bonds and Certificates of Insurance when the permit is granted.

Assist with receiving and processing Junkyard Control Permit applications; verify field inspection notes and permit application information submitted by the applicant for completeness and accuracy; and see that appropriate action is taken, such as issuance of denial notices or permits. Assist with receiving and processing payments for permit application processing fees.

Assist with distribution of annual ODA permit renewal notices, then receive and process permit renewal requests. Ensure that signs are removed in instances of non-renewal. Assist with the regulation of maintenance, repair, and replacement of non-conforming structures and issue violation notices following the permit voiding process. Assist with issuing replacement tags when original tags are stolen, vandalized, lost, or illegible.

Provide exceptional customer service to internal and external customers, exercise effective listening skills, assist in the implementation of policies and procedures related to Outdoor Advertising and Junkyard Control, provide prompt responses, maintain complete and accurate documentation, and communicate effectively. Assist with responses to Public Records Requests involving ROW issues and assist TDOT Legal and the Attorney General's Office with legal proceedings, including depositions, testimony, summary reports, and strategy sessions.

Additional Job Responsibilities for the TDOT Technical Specialist II and III include:

Independently receive and process permit applications for Outdoor Advertising, Junkyard Control, and Vegetation Control. Verify permit application information submitted by the applicant for completeness and accuracy and take appropriate action by issuing denial notices or issuing tags and permits. Issue violation notices as appropriate, consistent with statutory requirements.

Maintain the statewide database for all Outdoor Advertising structures and Junkyards, including Vegetation Control permits. Recognize and document the location of Automobile Dismantlers and Recyclers (ADR) facilities. Take action to ensure that all Junkyards and ADRs are screened by natural or manmade materials per Tennessee statute.

Additional Job Responsibilities for the TDOT Technical Specialist III include:

Assist TDOT Legal with the administrative hearing process when a permit application is denied or a violation notice is issued. Assist Regions with Outdoor Advertising and Junkyard Control functions, especially when legal issues arise and when acquired rights of way must be cleared prior to ROW Certification to support the construction of transportation projects. Assist in training and mentoring ROW staff engaged in the ROW Proficiency Program.

Assist and support ODA/JYC Senior Technical Specialists in assuring compliance with Federal and State laws, Quality Assurance and Quality Control efforts on ODA/JYC programs and deliverables, ODA and Junkyard inventories, and reporting requirements.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

- Bachelor's Degree
- 1 year of demonstrated competency in Outdoor Advertising/Junkyard Control.

TDOT Technical Specialist III

- Bachelor's Degree
- 2 years of demonstrated competency in Outdoor Advertising/Junkyard Control.

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 ROW Technical Specialist I, II, or III possesses a diverse range of abilities that support the ROW Division. They take a meticulous approach with each assignment, ensuring that every aspect of Outdoor Advertising and Junkyard Control work meets the highest quality and complies with Federal and State regulations. They are clear and effective communicators, always refining their active listening skills. They exhibit a commitment to public service and an awareness of the challenges that impact property owners, sign owners, junkyard owners, and other external stakeholders impacted by the acquisition of rights of way or enforcement of governmental regulation. The ROW Technical Specialist I, II, or III is a problem solver and capable of overcoming adversity and unforeseen circumstances which may impact production schedules and goals.