

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.



Health and Safety Technical Specialist Region Business Solutions – Safety and Facilities \$60,600 - \$70,680 annually

Job Overview

The Health and Safety Technical Specialist works in a team setting, providing support to Region Business Solutions by assisting in developing, implementing, and evaluating safety programs and initiatives for Region/District employees. This position delivers safety training, coordinates safety campaigns, and assesses Personal Protective Equipment (PPE) use and readiness.

The Health and Safety Technical Specialist collaborates with Region/District teams to consistently apply safety protocols and uniform training standards across TDOT Regions. Effective communication, training support, mentoring, and cross-functional collaboration within a matrixed organizational structure are essential components of this role. This position plays a key role in fostering a safety-first culture through hands-on support, awareness efforts, and engagement with Region teams. The Health and Safety Technical Specialist reports directly to the Safety and Facilities Team Lead.

Essential Job Duties for the Technical Specialist I, II, and III include:

Conduct safety inspections, gather and document safety-related data, including incidents and near-misses, and support the Occupational Health and Safety Division in identifying potential risks and contributing to safety performance metrics.

Support emergency preparedness efforts by assisting in developing, revising, and distributing facility-specific emergency action plans. Participate in planning and executing safety drills, help coordinate logistics with internal stakeholders, and contribute to post-drill evaluations. Help identify gaps and provide recommended improvements to strengthen Region readiness, ensure regulatory compliance, and proactively promote a safety culture.

Support the Occupational Health and Safety (OHS) Division by assisting with training record-keeping, data reporting, and regulatory compliance responses. Coordinate onboarding logistics, maintain accurate training rosters, and help implement TDOT safety policies and performance standards. Work closely with Human Resources (HR), Training Teams, and OHS, ensuring that all responsibilities, especially those related to employee records, testing, and other sensitive information, are handled with strict confidentiality.

Collaborate with the Occupational Health and Safety Division to collect and organize safety data related to audits, incidents, PPE usage, and training completion. Ensure accurate entry into tracking systems and compliance logs, and support the

development of technical reports by compiling PPE specifications, collecting user feedback, and assisting in interpreting testing results to inform improvements to TDOT's statewide safety program.

Remain current on TDOT performance objectives, occupational health and safety standards, procedures, and guidelines. Maintain collaboration with all appropriate TDOT offices and external stakeholders to enhance the implementation of safety policies, guidelines, and procedures.

Provide exceptional customer service to internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

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

Independently conduct facility safety audits and inspections, interpret and communicate safety findings to help enhance the effectiveness of Region/District safety programs, ensure accurate and timely reporting, and support the development of proactive strategies that mitigate risk and prevent future incidents.

Conduct field safety reviews of contractor and TDOT activities taking place within TDOT (Right of Way) ROW, including work zones.

Collaborate with the Procurement teams to identify, acquire, and track safety equipment, PPE, and emergency response supplies that meet regulatory and operational standards. Assist the OHS Division in evaluating product suitability through field feedback, usage analysis, and readiness checks to ensure timely deployment and alignment with Region safety needs.

Additional Job Duties for the Technical Specialist III include:

Plan and lead comprehensive risk assessments and safety evaluations across Region/District facilities to identify hazards and operational vulnerabilities. Collaborate with safety leadership to prioritize risks based on severity and potential impact and support developing and implementing targeted mitigation strategies that improve workplace safety, regulatory compliance, and operational resilience.

Provide mentorship to TDOT staff and consultants in safety programs/campaigns and PPE initiatives, while leading and supporting continuous improvement of Region safety efforts. Guide staff in inspections, emergency preparedness, and documentation practices, and strengthen team capabilities through knowledge sharing and hands-on support. Collaborate with safety leadership and Region teams to align program improvements with strategic goals, ensuring consistent execution of the Safety and Facilities Team's vision across TDOT.

Assist in delivering Region/District safety training and awareness activities, including Occupational Safety and Health Administration (OSHA)/Tennessee Occupational Safety and Health Administration (TOSHA) compliance education and emergency preparedness sessions, while supporting the planning and execution of statewide initiatives such as Safety Week and Customer Service Week. Assist in developing communication materials, event summaries, and evaluations to reinforce safety culture and promote consistent Region engagement.

Conduct post-emergency evaluations to review response actions, safety protocols, and equipment performance. Document findings, identify gaps, and recommend improvements to ensure compliance with TDOT standards and regulatory requirements. Support updates to emergency plans and training to strengthen future preparedness and operational readiness.

Collaborate with the OHS Division to review Region/District safety deliverables for compliance with state and federal standards. Participate in peer exchanges and industry forums to share best practices and apply insights that improve

program quality.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree in occupational health and safety or related field

TDOT Technical Specialist II

- Bachelor's Degree in occupational health and safety or related field
- 1 year of demonstrated competency in occupational safety or a transportation-related field

TDOT Technical Specialist III

- Bachelor's Degree in occupational health and safety or related field
- 2 years of demonstrated competency in occupational safety or a transportation-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 Health and Safety Technical Specialist I, II, or III demonstrates a combination of technical expertise, analytical skills, and effective communication abilities. They are aware of the challenges of coordinating with numerous stakeholders and have developed effective techniques to obtain the necessary input and support to develop and implement health and safety initiatives across the Region/Districts efficiently. The Technical Specialist is highly organized and ensures all information is handled efficiently, promoting efficient workflows, eliminating redundancies, and ensuring health and safety campaign success.