

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.



Facilities Engineering Technician 4 Region Business Solutions - Safety and Facilities \$57,912 annually

Job Overview

The Facilities Engineering Technician 4 for the Region Business Solutions Section plays a critical role in maintaining safe, reliable, and compliant TDOT Region facilities by conducting inspections, supporting preventive and predictive maintenance programs, coordinating facility service contracts, and verifying compliance with occupational health and safety standards. This position works across Region offices, garages, stockrooms, and other TDOT buildings to ensure that facility infrastructure supports continuous operations and aligns with TDOT's performance, safety, and environmental expectations.

The Facilities Engineering Technician 4 independently executes field evaluations, monitors contractor performance, and documents facility conditions, inspection results, and maintenance records using TDOT's digital systems. The Technician collaborates with internal stakeholders, including the Safety Team, Procurement, Finance, Human Resources, Training, the Environmental Division, and the Asset Management Division, as well as external vendors and contractors to support facility safety, emergency readiness, sustainability, and operational integrity. The Facilities Engineering Technician 4 reports directly to the Safety and Facilities Team Lead and supports continuous improvement initiatives by identifying recurring issues, recommending solutions, and promoting consistent, high-quality outcomes across all facility operations.

Essential Job Responsibilities

Conduct facility inspections and field-level evaluations across TDOT Region offices, garages, stockrooms, and other TDOT buildings to identify hazards, maintenance needs, and operational deficiencies; verify compliance with Occupational Safety and Health Administration (OSHA), Tennessee's Occupational Safety and Health Administration (TOSHA), and TDOT Occupational Health and Safety Division (OHS) standards; initiate corrective actions, coordinate response activities, and assist in the distribution of safety equipment to support facility safety and operational readiness.

Coordinate routine and preventive maintenance activities and utilize facility service contracts, including janitorial, security, utility, and waste management, by communicating with vendors and facility staff, monitoring work schedules, evaluating service performance, verifying contract compliance, and documenting service issues and resolutions to ensure consistent facility functionality, safety, and risk mitigation in alignment with TDOT standards.

Assist in the implementation of predictive maintenance strategies by coordinating the use of facility sensors, digital monitoring tools, and inspection data to detect early signs of equipment failure and maintain critical systems before breakdowns occur and ensure timely resolution of deficiencies and adherence to safety and performance specifications.

Coordinate facility upgrades and space utilization planning across TDOT Region offices, garages, and stockrooms by assessing needs, reviewing facility layouts, and supporting the integration of heating, ventilation, and air conditioning (HVAC), electrical, plumbing, and security system improvements; work with contractors, vendors, and internal stakeholders to ensure upgrades align with operational requirements, safety standards, manufacture's recommendations and TDOT specifications.

Support the development and maintenance of Emergency Action Plans (EAPs) for natural disasters, hazardous materials, and workplace emergencies. Respond to urgent facility issues to ensure continuity of operations and functionality of critical systems such as generators, alarms, and extinguishers.

Coordinate with internal stakeholders, including Procurement, Finance, Human Resources, and Training, to support the availability of facility resources and identify funding for safety and repair efforts.

Support environmental health, sustainability, and workplace safety initiatives by collaborating with Occupational Health and Safety Divisions and TDOT's Environmental Division to assist in the implementation of waste management protocols, monitor compliance with environmental regulations, and promote energy efficiency measures across Region facilities; coordinate with facility service providers and internal partners to ensure practices align with TDOT's standards for safe, sustainable, and regulatory-compliant operations.

Collaborate with the Asset Management Division to document facility condition assessments, inspection reports, and maintenance records using TDOT digital systems and standard office software such as Microsoft Office 365 and Adobe Acrobat; maintain accurate facility asset inventories and report performance metrics to support data-driven decision making and long-term infrastructure planning.

Contribute to continuous improvement by identifying recurring facility issues, recommending process enhancements, and sharing technical insights and lessons learned to promote consistent, repeatable outcomes aligned with TDOT quality standards.

Provide exceptional customer service to internal teams, facility users, and external partners by responding to facility-related inquiries, sharing technical knowledge, maintaining clear and organized documentation, and ensuring effective communication and responsiveness in support of safe and functional work environments.

Qualifications

- High school diploma or equivalent
- 4 years of demonstrated competency in facility operations, maintenance coordination, occupational health and safety compliance, or a related field
- Completion of the Engineering Technician Proficiency Program levels I through III.

OR

- High school diploma or equivalent

- 4 years of demonstrated competency in facility operations, maintenance coordination, occupational health and safety compliance, or a related field
- Including at least one (1) year of experience with leading crews or teams on assignments and/or training employees, including effective communication through active listening, and providing verbal and written instructions.

OR

- Associate degree
- 2 years of demonstrated competency in facility operations, maintenance coordination, occupational health and safety compliance, or a related field
- Including at least one (1) year of experience with leading crews or teams on assignments and/or training employees, including effective communication through active listening, and providing verbal and written instructions.

Ideal Candidate

The Facilities Engineering Technician 4 role is a technically skilled, detail-oriented professional with strong problem-solving abilities and sound judgment in facility maintenance oversight. They effectively conduct inspections, evaluate maintenance data, and support compliance with safety, environmental, and operational standards. With a proven ability to coordinate vendor services, implement predictive maintenance strategies, and document facility performance, they ensure the functionality and reliability of TDOT's Regional infrastructure. This candidate collaborates well with internal teams and communicates clearly with contractors and facility users. The candidate is also proficient in using digital tools and standard office software to document inspections, manage facility data, and support communication across teams and service providers. Proactive and service-driven, they contribute to continuous improvement efforts and uphold TDOT's commitment to safe, sustainable, and operationally ready facilities.