

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.



State-aid and Bridge Grant Senior Technical Specialist

Local Programs and Community Investments Division – State-aid and Bridge Grant Section
\$75,204 annually

Job Overview

The State Aid Bridge Grant Senior Technical Specialist will provide advanced project-level technical support and coordination to Project Teams and local governments across the State-aid and Bridge Grant programs, including project initiation, contract support, plans review/constructability input, and project closeout. The Senior Technical Specialist ensures compliance at the project level with state requirements; assists throughout the project delivery process; coordinates with local agencies and TDOT Divisions/Regions; and assists in delivering training and mentoring.

This position provides program-level support to improve local transportation systems focused on connectivity and safety for all transportation users. This position requires critical thinking to help solve problems and make well-informed decisions that increase the safety, performance, sustainability, and efficient delivery of Tennessee's transportation system. The role collaborates with TDOT Divisions, Project Teams, consultants, contractors, and external stakeholders.

The Senior Technical Specialist contributes feedback to TDOT policies, technical guidance, procedures, software, websites, and systems developed by division leadership, ensuring they remain current and accurate for incorporation by Project Teams into the project delivery process and operations.

Essential Job Responsibilities

Assist the Director, Manager, and Team Leads in documentation of site visits, pre- and post-project development statewide; coordinate between counties and the Department. Assist the Team Lead in funding reconciliation activities, help review monthly balances across funding sources.

Coordinate resources and serve as a senior project-level SME for the State-aid and Bridge Grant programs, supporting the Local Programs and Community Investments Division, Project Managers, and TDOT Divisions/Regions in managing external partners (scopes, tasks, invoicing, and grading as directed by the Team Lead/Manager).

Proactively identify local projects needing State-aid/Bridge Grant coordination; assist with assessing scope and required documents (special provisions, agreements, estimates, property information); initiate early coordination with infrastructure owners and stakeholders; perform plan reviews at milestones for constructability and conflicts; assist with establishing local agency master agreements.

Coordinates with the TDOT Technical Training Director and assists in the delivery of training and contributes input to training development and delivery of Local Agency and Community Coordination training and technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies related to transportation for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills. Provide mentoring to TDOT staff, consultants, and local agencies. Identify best practices and report on performance metrics that support adherence to state requirements. Effectively articulate technical concepts through training, mentoring, and collaborating as part of a matrix organization.

Support change management efforts within the Section: communicate clearly, remain transparent, and demonstrate accountability in maintaining and enhancing Local Agency and Community Coordination processes under Team Lead guidance.

Serve on Project Teams as part of a matrix organization by assisting in defining the scope of work, coordinating with local agencies, including applicable meeting notifications; performing plan reviews at all project milestones; providing constructability input; helping manage schedules (activities, durations, linkages); and supporting alignment with Section metrics and performance goals.

Provide exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Ensure strategic partnerships with other TDOT Divisions to successfully implement TDOT's vision statewide.

Assist in ensuring Local Agency and Community Coordination deliverables are accomplished in alignment with TDOT's Quality Management procedures to ensure consistently high levels of quality and achievement, mitigate risk to the Department, and establish a track record of success. Integrate all deliverables into the State Aid Bridge Grant Coordination Section's tracking mechanism to provide project continuity and efficient workflows for internal project stakeholders. Ensure deliverables are readily accessible and applicable documentation and data are collected and stored to assist with timely and accurate invoicing, efficient decision-making, and project close-outs.

Assist with modifications to all applicable policies, procedures, design standards, standard drawings, specifications, and special provisions developed by division leadership. Remain current with applicable design standards, State of Tennessee laws, and participate in American Association of State Highway Transportation Officials (AASHTO) and other industry associations to stay informed on trends and best practices.

Qualifications

- Bachelor's degree in Civil Engineering is preferred
- 3 years of demonstrated competency in project delivery/constructability, transportation funding or grant administration, stakeholder coordination, contract administration, or related field.

OR

- Master's degree in Civil Engineering is preferred
- 2 years of demonstrated competency in project delivery/constructability, transportation funding or grant administration, stakeholder coordination, contract administration, or related field.

Ideal Candidate

The State Aid Bridge Grant Senior Technical Specialist is a senior project-level technical resource who works under the guidance of the Team Lead and Manager, and mentors technical staff. They are exceptional project team members excelling at collaboration and communication and are proficient at seamlessly engaging with project teams and division leadership. They take a meticulous approach to each project, ensuring that every aspect of stakeholder coordination meets the highest quality and state regulations. The State Aid Bridge Grant Senior Technical Specialist is a natural problem solver who overcomes obstacles with innovative solutions, which is almost always required when coordinating transportation projects that interact with local agencies. They understand that the best outcomes are achieved through collective effort and effective communication.