

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

For more information on this division, please see link below:



Transportation Program Monitor 1* (1 Position)

TDOT Multimodal Division Office of Multimodal Planning

Location: Nashville, TN

Compensation: \$3,958 (min.) to \$4,958 (midpoint) per month

Overview

The Tennessee Department of Transportation is currently accepting applications for **one (1) full-time Transportation Program Monitor 1*s** for the Multimodal Division Office of Multimodal Planning located at the TDOT Headquarters in Nashville, TN, Davidson County.

The Multimodal Division supports mobility for all through public transportation, bicycling and pedestrian infrastructure, complete streets, and demand management. The Division's Office of Public Transportation administers state and federal transit grants, provides compliance oversight, and works with transit agencies to support ridership, mobility, and accessibility. The Office of Multimodal Planning and the Active Transportation Program implement TDOT's Multimodal Access Policy; expand pedestrian, bicycle, and low-speed mobility access; and facilitate communications with internal and external stakeholders. In this effort, the position is in the Multimodal Division's Office of Multimodal Planning with the following responsibilities:

- Become familiar with TDOT's Multimodal Access Policy, Multimodal Scoping Manual, Multimodal Design Guidelines, and Multimodal Standard Drawings. Provide multimodal guidance to internal and external customers with support from management.
- Become familiar with Multimodal's role within TDOT's Integrated Project Delivery (IPD). Participate in IPD by making multimodal recommendations for projects based on TDOT's Multimodal Access Policy, Multimodal Scoping Manual, Multimodal Design Guidelines, and Multimodal Standard Drawings with support from management.
- Review planning documents and design plans for less complicated projects for compliance with TDOT's Multimodal Access Policy independently. Review more complicated projects for compliance with TDOT's Multimodal Access Policy with support from management.
- Support management with the tracking of Multimodal project funding and schedules.
- Support management with the identification of project locations and opportunities for restriping, road rebalancing, and pedestrian/bicycle infrastructure as needed.
- Support management with Multimodal data collection and the development and maintenance of Multimodal prioritization tools.
- Review and approve state and local Transportation Improvement Program (TIP) modifications and amendments.
- Update Multimodal Division website as needed.

The position requires the following knowledge, skills, abilities, and competencies:

- Written and oral communication skills to professionally interact with a variety of officials, administrators, and the public
- Understanding and processing data and presenting this information to internal and external audiences
- Reading and understanding language in contracts, policies, designs, and government regulations and applying it in daily functions.
- Organizational skills to process planning documents, financial data, and programmatic information
- Technical computer skills

The position starts as a Transportation Program Monitor 1 and flexes to Transportation Program Monitor 2 after one year of service with good performance.

The position is eligible for Alternative Workplace Solutions (AWS). AWS is an effort by state government to change the way many employees work. This program creates flexibility and promotes a more efficient work environment. Selected candidates will be eligible to work from home up to three (3) days per week and must report to the office or job site a minimum of two (2) days per week. After a 3 week on-boarding program at the headquarters office for five days, employees will be eligible to work from home or mobile 3 days a week.

Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree

Applications must be submitted online in order to be considered for the position.

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>
Select **TRANS PROGRAM MONITOR 1***

Job Posting Title: TRANS PROGRAM MONITOR 1*

Job Opening ID: #####

Questions? Email TDOT.Careers@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.

Responsibilities

Administration – Transit Program Administration

- Reports to Office of Public Transportation – Transit Programs Manager
- Ability to learn how to
 - Administer grant application cycles and allocation formulas of state and federal funding
 - Provide support to transit agencies and other grant recipients by phone, email, and site visits
 - Coordination of transit and transportation activities, including preparation of grant and subrecipient applications, contracts, projects schedules, progress reports, technical reports, and invoice reimbursement requests
 - Prepare program contract documentation for development of contract drafts, correspondence, and to be distributed to partner agencies, to execute contracts
 - Review and determine eligibility of submitted financial documentation in support of grantee activities and invoice reimbursement requests
 - Monitor and reconcile program allocations and obligations for statewide management of program funds
 - Work closely with consultants to deliver transit projects and support transit program administration functions.

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