

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



Transportation Program Supervisor Environmental Division—Highway Beautification Location: Nashville, TN Compensation: \$4,975.00/month to \$7,458.00/month

Overview

The Tennessee Department of Transportation (TDOT) Environmental Division is currently hiring a Transportation Program Supervisor for Highway Beautification.

Highway Beautification's connects the public and communities with TDOT's environmental programs. These include litter and landscaping grant programs, volunteer opportunities with the Adopt-A-Highway program, and public education programs like the Nobody Trashes Tennessee litter prevention campaign, pollinator habitat and scenic roadways programs.

Responsibilities

- Supervise 2-3 direct reports Transportation Program Monitor series
- Supervise and monitor TDOT's Litter Grant Program, Landscaping and Pollinator Habitat Program, and Scenic Roadway Program
- Develop education outreach materials, work with volunteers, make public presentations, and conduct training workshops
- Manage program data and implement quality control, as well as, develop reports using the data including, but not limited to, Accrued Liability Reporting, Record Disposition Authority (RDA) Reporting, Fixed Asset Reporting, and Federal Funding Accountability and Transparency Act (FFATA) Reporting
- Oversee financial and administrative activities that support these transportation programs including, but not limited to, issuing Requests for Proposals (RFPs), evaluating proposed work plans and budgets, establishing contracts and Purchase Orders (POs), paying invoices, tracking budget balances and performance metrics, and managing finances associated with a variety of contracts
- Ensure that all efforts are developed and carried out in accordance with all State and Federal regulations and guidance in an ethical and transparent manner for approximately 120 grant contracts

Minimum Qualifications

- Education equivalent to graduation from an accredited college or university with a bachelor's degree
- At least three (3) years of experience monitoring or overseeing programs or related projects to determine compliance with organizational rules, regulations, or related standards
- Substitution of Education for Experience: Possession of a master's degree from an accredited college or university may substitute for required experience up to two years

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

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Job Posting Title: TRANS PROGRAM SUPERVISOR*
Job Opening ID: 52975

Questions? Email: Michael.McClanahan@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.