



Transportation Worker I, II, III

AGENCY OVERVIEW AND PROGRAM FOCUS

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.

SUMMARY

Transportation Workers are primarily responsible for the operation of heavy equipment, vehicles, power equipment, and standard hand tools utilized in the preventive maintenance, inspection, repair, and construction of roads, structures, and roadside features for the State's highway and roadway systems. Positions in this classification will operate or specialize in a particular area of transportation work (e.g., highway maintenance, structures or inspection); however, there is the ability to move and work within the different areas as needed and called upon by leadership so long as competencies for those areas have been achieved. Employees in this class will either be assigned to a specific geographic area within a region or to work in a region-wide assignment.

*Employees are eligible to promote to the next level in the career path series upon successful mastery of the classification's required skills blocks as laid out in the TDOT Transportation Worker Proficiency Program.

GENERAL POSITION DESCRIPTION

Transportation Worker I

Under intermittent direct supervision, performs routine transportation operations or maintenance support work such as: regularly monitoring and evaluating the quality of highway assets and structures, roadway maintenance and repair, light and heavy equipment operation, preventive and minor maintenance on equipment, traffic control, identifying deterioration and other related transportation structures deficiencies, and helping the public during emergency situations.

Transportation Worker II

Under general supervision, performs moderately complex transportation operations or maintenance support work such as: regularly monitoring and evaluating the quality of highway assets and structures, roadway maintenance and repair, light and heavy equipment operation, preventive and minor



maintenance on equipment, traffic control, identifying deterioration and other related transportation structures deficiencies, and helping the public during emergency situations. Employees at this level perform work independently on assignments; however, all unusual issues are referred to a supervisory level.

Transportation Worker III

Under general, indirect supervision, uses his/her own judgement and decision-making skills performs highly complex transportation operations or maintenance support work such as: regularly monitoring and evaluating the quality of highway assets and structures, roadway maintenance and repair, light and heavy equipment operation, preventive and minor maintenance on equipment, traffic control, and helping the public during emergency situations. Employees at this level perform work independently on assignments and may train other employees; however, all unusual issues are referred to a supervisory level.

RESPONSIBILITIES

The essential duties for Transportation Worker I, II and III include:

- Assists in identifying, repairing, and installing signs, delineators, mailbox supports and posts; performs basic shop tasks as needed; uses/moves equipment/tools and materials or products related to these activities as required
- Regularly monitors and evaluates the quality of highway assets to determine changes in conditions, value, safety, or quality, and make recommendations for repair; conducts assigned inspections of sites, bridges, and materials to ensure compliance with procedures and specifications
- Takes measurements of quantities, distances, dimensions, and other factors related to materials, project sites, and structures to determine quantities of repairs needed, existing conditions, and/or compliance with standards and specifications
- Assists in providing support to local law enforcement officials at crash sites; assists stranded motorists as required
- Assists with traffic control; places and gathers safety cones, warning signs, and barricades; flags traffic
- Maintains highways and rights-of-way; performs roadway repairs; inspects and repairs roadside hardware, highway markers, and signs; completes pavement markings; maintains drainage; hauls materials and equipment to job sites; moves and picks up litter and roadway debris
- Mows rights-of-way, as well as public picnic and rest areas; performs plant and landscape maintenance including trimming trees and brush removal
- Operates light and heavy equipment to perform maintenance functions
- Performs preventive maintenance inspections, routine servicing and minor repairs on equipment, and completes various required reports including timekeeping, equipment forms, inventory, and accident forms



- Operates equipment to remove ice and snow from highways and bridges, posts warning signs, helps the public and performs other work as directed during emergency situations such as floods, tornadoes, snowstorms, crashes, and hazardous material spills
- Performs other job responsibilities as assigned

Additional duties for Transportation Worker II and III include:

- Selects and operates appropriate equipment and tools to complete projects
- Operates complex heavy equipment
- Conducts complex tests as directed in accordance with prescribed procedures
- Guides the direction and placement of traffic control devices at maintenance project or crash sites for compliance with specifications for devices, safety laws, rules, regulations, and the Tennessee Manual on Uniform Traffic Control Devices

Additional duties for Transportation Worker III include:

- Train other employees
- Records, documents, monitors, and remediates highway asset condition
- Identifies and works with leadership to implement solutions for complex maintenance problems
- Lead teams on assignments
- Management of highway maintenance contracts

QUALIFICATIONS

Education and Experience: High school diploma; General Educational Development diploma.

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.

An employee who was hired without completing the Transportation Worker Proficiency Program must, within 6 months of hire, demonstrate successful mastery of the corresponding work competencies and skill blocks for the level of worker to which they were hired. If skills and competencies are not met during that period, the employee can be removed from the position or demoted to the level of worker for which he/she is qualified.

The progression requirements of the tiers of the Transportation Worker Proficiency Series are:

Transportation Worker 1: Entry level Transportation Worker. No prerequisites other than High School Education or equivalent. Eligible for promotion to Transportation Worker 2 upon satisfactory review and completion of the required skills and competency elements* of the Transportation Worker 1 level, including having obtained the appropriate level of Commercial Driver's License based on the employee's age (see Necessary Special Qualifications).



Transportation Worker 2: Intermediate level Transportation Worker. Must have successfully completed the required skills and competency elements* of the Transportation Worker 1 level. Eligible for promotion to Transportation Worker 3 upon satisfactory review and completion of the required skills and competency elements* of the Transportation Worker 2 level.

Transportation Worker 3: Experienced level Transportation Worker. Must have successfully completed the required skills and competency elements* at the Transportation Worker 2 level.

*Each level of the Transportation Worker Series will have a defined Work Element Plan that details a set number of hours of core and elective skills and competencies and the corresponding exam and demonstration requirements that must be completed for eligibility to move forward to the next level of the series.

Necessary Special Qualifications

Necessary Special Qualifications for Transportation Worker I, II, and III include:

- Possess and maintain a Class D driver's license valid to operate vehicles in the State of Tennessee.
- If under age 21, employees must, at their own expense and within eleven months, obtain a Class A Commercial Driver's License that is valid in the State of Tennessee (a Code O, Code K, and Code 52 restriction is allowable); Code L restriction is not allowable, testing must be completed in a manual transmission vehicle.
- If you are currently a TDOT employee in possession of Class A Commercial Driver's License when you reach the age of 21, you must possess and maintain, or obtain at your own expense and within 3 months of your 21st birthday, a Class-A Commercial Driver's License with an N endorsement that is valid in the State of Tennessee.
- If age 21 or older and not currently employed with TDOT, you must possess and maintain, or obtain at your own expense within eleven months of hire, a Class-A Commercial Driver's License with an N endorsement that is valid in the State of Tennessee. Employees will have five months from hire or promotion into this classification to obtain the applicable permits leading to eligibility for the specific required license. Code L restriction is not allowable, testing must be completed in a manual transmission vehicle.

Knowledge, Skills, Abilities, and Competencies (KSACs):

The required KSACs for Transportation Worker I, II and III includes:

- Ability to communicate effectively
- Ability to follow verbal and written instructions
- Knowledgeable in basic mathematical fundamentals



- Basic report and form writing skills
- Skilled in applicable hand and power tools, equipment, and mechanical devices of the trade
- Skilled in the use of light and heavy highway equipment
- Ability to use computers and applicable programs, applications, and systems
- Knowledgeable in basic vehicle and equipment maintenance and repair procedures
- Ability to recognize and take precaution for potential hazards to the transportation work crew

Additional KSACs for Transportation Worker II and III include:

- Knowledge of the Tennessee Manual on Uniform Traffic Control Devices
- Knowledgeable in street and highway traffic rules and regulations, and temporary signing and safety precautions to be observed while working on or near highways
- Knowledgeable in project logistics and worksite planning

Additional KSACs for Transportation Worker III includes:

- Ability to lead teams – maintaining effective work relationships with individuals and groups, both internal and external
- Ability to train teams and individuals – recognizing applicable teaching and learning methods and how to communicate curriculum respectively
- Knowledge of material estimating and procurement procedures

Conditions of Employment

- Must pass a drug test prior to employment for commercial driver and safety impact positions. Commercial drivers and safety impact employees will be subject to additional drug and alcohol testing during employment.
- May be required to work weekends and holidays.
- May be required to work variable hours outside of the normal work schedule, including an on-call rotation.
- Required to work under exposure to inclement weather conditions.



Senior Transportation Worker

AGENCY OVERVIEW AND PROGRAM FOCUS

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SUMMARY

This is the senior level of Transportation Worker for TDOT. This position is primarily being responsible for the operation of heavy equipment, vehicles, power equipment, and standard hand tools utilized in the preventive maintenance, inspection, repair, and construction of roads, structures, and roadside features for the State's highway and roadway systems. In addition, the Senior Transportation Worker follows the direction of the Supervisor to perform senior-level functions with complete responsibility for the most complex equipment operations and coordination of highway maintenance activities, including responsibility for overseeing the inspection of bridges and culverts. Employees in this class will either be assigned to a specific geographic area within a region or work in a region-wide assignment.

RESPONSIBILITIES

1. Leads teams on assignments and is responsible for assisting with the oversight and completion of daily work responsibilities of employees in the Transportation Worker Series located in their specific job assignment location
2. Models and sets standards for technical and professional behavior. Helps those in need of assistance, regardless of rank
3. Operates equipment to remove ice and snow from highways and bridges, posts warning signs, helps the public and performs other work as directed during emergency situations such as floods, tornadoes, snowstorms, crashes, and hazardous material spills
4. Judges the quality of materials, work, equipment, and labor used on work site to provide recommendations to appropriate personnel; train and monitor the performance of assigned crew members for the evaluation process; schedules and/or coordinates the work of crew members, contractors, consultants, and utility companies to ensure timely submission of required information
5. Monitors and evaluates the quality of highway assets to determine changes in conditions, value, safety, or quality, and makes recommendations for repair; conducts assigned inspections of sites, bridges, and materials to ensure compliance with procedures and specifications; analyzes Maintenance Rating Index to determine type of work needed to improve rating
6. Coordinates creation and implementation of new methods for maintenance activities



7. Interprets and explains project specific procedures, plans, and regulations for stakeholders as required; interprets construction plans, standard drawings, and schematics to identify quantities, location, placement, features, and details to guide assigned work
8. Assists in the managing of the requisitioning, procurement, and maintenance of inventory, materials, supplies, and equipment
9. Maintains records, prepares reports, and composes correspondence relative to the monitoring and remediation of issues with the condition of highway assets
10. Investigates complaints and conducts inspections of road and bridge conditions and right-of-way encroachments
11. Assists in the coordination of maintenance training incorporated in the Transportation Worker Competency Program
12. Identifies and works with leadership to implement solutions for complex maintenance problems; analyzes relevant information to determine the appropriate resources to resolve an issue, problem, or task.

QUALIFICATIONS

Education and Experience: Education equivalent to graduation from high school and four (4) years of relevant transportation experience and completion of the Transportation Worker Competency Program levels I through III

Or

Education equivalent to graduation from high school and four (4) years of relevant transportation experience including at least one (1) year of experience with guiding crews on assignments and/or training employees, including effective communication through active listening and providing verbal and written instructions.

Relevant transportation experience should be full-time work in a combination of the following areas:

- 1) Experience with traffic control practices; or
- 2) Experience with the calculation of volumes, quantities of materials, or other related transportation computations; or
- 3) Experience with contract management; or
- 4) Experience in highway/bridge construction or maintenance work and inspection

Necessary Special Qualifications

- Possess and maintain a Class D driver's license valid to operate vehicles in the State of Tennessee.
- Possess and maintain a Class A Commercial Driver's License with an N endorsement (Code 52 restriction is allowable) that is valid in the State of Tennessee.
- An employee in this title may be required to obtain and maintain a Commercial Category 6 Right-of-Way Certification from the Tennessee Department of Agriculture.



Examination Method: Education and Experience, 100%, for Preferred Service positions.

Knowledge, Skills, Abilities, and Competencies (KSACs):

- Knowledgeable in basic mathematical fundamentals
- Knowledgeable in vehicle and equipment maintenance and repair procedures
- Knowledge of the Manual on Uniform Traffic Control Devices
- Knowledgeable in street and highway traffic rules and regulations, and temporary signing and safety precautions to be observed while working on or near highways.
- Knowledgeable in project logistics and worksite planning
- Knowledge of material estimating and procurement procedures
- Highly skilled in applicable hand and power tools, equipment, and mechanical devices of the trade
- Highly skilled in the use of light and heavy highway equipment
- Highly skilled in report and form writing
- Ability to communicate effectively using both verbal and written instructions
- Ability to use computers and applicable programs, applications, and systems
- Ability to recognize and take precaution for potential hazards to the transportation work crew
- Advanced knowledge of simple carpentry, roadway construction materials, concrete construction, roadway construction plans, roadway drainage features, and roadway and bridge surveying
- Ability to lead teams – maintaining effective work relationships with individuals and groups, both internal and external
- Ability to train teams and individuals – recognizing applicable teaching and learning methods and how to communicate curriculum respectively

CONDITIONS OF EMPLOYMENT

- Must pass a drug test prior to employment for commercial driver and safety impact positions. Commercial drivers and safety impact employees will be subject to additional drug and alcohol testing during employment.
- May be required to work weekends and holidays.
- May be required to work variable hours outside of the normal work schedule, including an on-call rotation
- Required to work under exposure to inclement weather conditions.



Transportation Assistant Superintendent

AGENCY OVERVIEW AND PROGRAM FOCUS

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SUMMARY

The Transportation Assistant Superintendent will primarily be responsible for the alignment of routine maintenance activities, assisting with oversight of the inspection and repair of bridges and culverts, and coordinating the development and implementation of maintenance management programs between counties. Employees in this classification will assist the Transportation Superintendent to ensure uniformity in compliance with TDOT maintenance standards, assisting supervisors in resolving technical and procedural problems to facilitate the implementation and use of new maintenance management tools, methods, and materials. This classification will administer the Transportation Worker Competency Program. Employees in this class will either be assigned to a specific geographic area within a region or work in a region-wide assignment.

RESPONSIBILITIES

1. Assists the Transportation Superintendent in regularly monitoring and evaluating the quality, consistency, and uniformity of the completion of daily work of employees and contractors in TDOT Maintenance
2. Models and sets standards for technical and professional behavior. Helps those in need of assistance, regardless of rank
3. Acts as a consistent champion of TDOT departmental culture and initiatives
4. Assists the Transportation Superintendent in coordinating the creation and implementation of new methods for maintenance activities
5. Assists the Transportation Superintendent in working with multidisciplinary teams from asset management, construction, project management, and maintenance operations to secure the proper tools and data to proactively plan for, determine, and mitigate changes in conditions, value, safety, or quality of highway assets in alignment with departmental goals
6. Interprets and explains project specific procedures, plans, and regulations for stakeholders as required
7. Monitors for quality, consistency, and uniformity of work as directed during emergency situations such as floods, tornadoes, the removal of ice and snow from highways and bridges, crashes, and hazardous material spills
8. Schedules and/or coordinates routine work operations for maximum efficiency



9. Assists the Transportation Superintendent in quality assurance of district resources, including the work of crew members and external partners such as contractors, consultants, and utility companies
10. Maintains records, prepares reports, and composes correspondence relative to the monitoring and remediation of issues with highway asset condition
11. Performs an active role in requisitioning, procurement, and maintenance of inventory, materials, supplies, and equipment required in the work.
12. Investigates complaints and conducts inspections of road and bridge conditions and right-of-way encroachments
13. Coordinates maintenance training incorporated in the Transportation Worker Competency Program
14. Other transportation duties as required by TDOT Leadership

QUALIFICATIONS

Education and Experience: Education equivalent to graduation from high school and eight (8) years of relevant transportation experience including at least three (3) years of experience with guiding or leading crews on assignments and/or training employees, including effective communication through active listening, and providing verbal and written instructions.

Relevant transportation experience should be full-time work in a combination of the following areas:

- 1) Completion of the Transportation Worker Competency Program levels I through III; or
- 2) Experience with planning and organizing resources for highway construction and maintenance activities; or
- 3) Experience with incident management and disaster recovery; or
- 4) Experience with traffic control practices; or
- 5) Experience with the calculation of volumes, quantities of materials, or other related transportation computations; or
- 6) Experience with contract management; or
- 7) Experience in highway/bridge construction or maintenance work and inspection; or
- 8) Operation of highway construction and/or maintenance equipment and/or vehicles in excess of 26,000 lbs. Gross Vehicle Weight (GVW) with air brakes and manual transmission, including but not limited to heavy dump trucks, backhoes, loaders, rollers, graders, hydraulic excavators, truck mounted post hole augers, snowplows, paver screeds, and farming equipment (based on size and complexity)



Necessary Special Qualifications

- Possess and maintain a Class D driver's license valid to operate vehicles in the State of Tennessee.
- Possess and maintain or obtain at their own expense and within eleven months of hire or promotion, a Class A Commercial Driver's License with an N endorsement (Code 52 restriction is allowable) that is valid in the State of Tennessee.

Examination Method: Education and Experience, 100%, for Preferred Service positions.

Knowledge, Skills, Abilities, Competencies (KSACs):

- Knowledgeable in basic mathematical fundamentals
- Knowledgeable in vehicle and equipment maintenance and repair procedures
- Knowledge of the Manual on Uniform Traffic Control Devices
- Knowledgeable in street and highway traffic rules and regulations, and temporary signing and safety precautions to be observed while working on or near highways.
- Proficient knowledge of project logistics and worksite planning
- Knowledge of material estimating and procurement procedures
- Highly skilled in applicable hand and power tools, equipment, and mechanical devices of the trade
- Highly skilled in the use of light and heavy highway equipment
- Highly skilled in report and form writing
- Highly skilled in leading teams – maintaining effective work relationships with individuals and groups, both internal and external
- Highly skilled in communicating effectively using both verbal and written instructions
- Highly skilled in attending to details and pursuing quality in accomplishing tasks
- Highly skilled in dealing with ambiguity
- Ability to use computers and applicable programs, applications, and systems
- Ability to recognize and take precaution for potential hazards to the transportation work crew
- Advanced knowledge of simple carpentry, roadway construction materials, concrete construction, roadway construction plans, roadway drainage features, and roadway and bridge surveying
- Ability to train teams and individuals – recognizing applicable teaching and learning methods and how to communicate curriculum respectively

CONDITIONS OF EMPLOYMENT

- Must pass a drug test prior to employment for commercial driver and safety impact positions. Commercial drivers and safety impact employees will be subject to additional drug and alcohol testing during employment.
- May be required to work weekends and holidays.
- May be required to work variable hours outside of the normal work schedule, including an on-call rotation
- Required to work under exposure to inclement weather conditions.



Transportation Superintendent

AGENCY OVERVIEW AND PROGRAM FOCUS

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SUMMARY

The Transportation Superintendent will primarily be responsible for the alignment of complex highway maintenance activities, overseeing the inspection and repair of bridges and culverts, and coordinating the development and implementation of maintenance management programs. Employees in this classification will provide an important link between the Regions and TDOT headquarters to ensure uniformity in compliance with TDOT maintenance and operation standards, assisting supervisors in resolving technical and procedural problems to facilitate the implementation and use of new maintenance management tools, methods, and materials. Employees in this class will either be assigned to a specific geographic area within a region or work in a region-wide assignment.

RESPONSIBILITIES

1. Monitors and evaluates the quality, consistency, and uniformity of the completion of daily work responsibilities of employees in TDOT Maintenance
2. Models and sets standards for technical and professional behavior. Helps those in need of assistance, regardless of rank
3. Acts as a consistent champion of TDOT departmental culture and initiatives
4. Coordinates creation and implementation of new methods for maintenance activities
5. Serves as an active participant in the four milestone phases of plan development, helping to determine the scope, schedule, and budget of transportation programs and projects
6. Serves as an active participant in the final inspection of construction projects
7. Works with multidisciplinary teams from asset management, construction, project management, and maintenance operations to secure the proper tools and data to proactively plan for, determine, and mitigate changes in conditions, value, safety, or quality of highway assets in alignment with departmental goals
8. Interprets and explains project-specific procedures, plans, and regulations for the public, persons in other departments or divisions, or outside the organizations and representatives as required
9. Monitors for quality, consistency, and uniformity of work as directed during emergency situations such as floods, tornadoes, the removal of ice and snow from highways and bridges, crashes, and hazardous material spills

10. Schedules and/or coordinates complex and routine work operations for maximum efficiency
11. Assures the quality of district resources, including the work of crew members and external partners such as contractors, consultants, and utility companies
12. Maintains records, prepares reports, and composes correspondence relative to the monitoring and remediation of issues with highway asset condition
13. Provides technical guidance in requisitioning, procurement, and maintenance of inventory, materials, supplies, and equipment
14. Investigates complaints and conducts inspections of road and bridge conditions and right-of-way encroachments
15. Supports the coordination of maintenance training incorporated in the Transportation Worker Competency Program
16. Other Transportation duties as required by TDOT Leadership

QUALIFICATIONS

Education and Experience: Education equivalent to graduation from high school and ten (10) years of relevant transportation experience including at least five (5) years of experience with guiding or leading crews on assignments and/or training employees, including effective communication through active listening, and providing verbal and written instructions.

Relevant transportation experience should be full-time work in a combination of the following areas:

- 1) Completion of the Transportation Worker Competency Program levels I through III; or
- 2) Experience with planning and organizing resources for highway construction and maintenance activities; or
- 3) Experience with incident management and disaster recovery; or
- 4) Experience with traffic control practices; or
- 5) Experience with the calculation of volumes, quantities of materials, or other related transportation computations; or
- 6) Experience with contract management; or
- 7) Experience in highway/bridge construction or maintenance work and inspection; or
- 8) Operation of highway construction and/or maintenance equipment and/or vehicles in excess of 26,000 lbs. Gross Vehicle Weight (GVW) with air brakes and manual transmission, including but not limited to heavy dump trucks, backhoes, loaders, rollers, graders, hydraulic excavators, truck mounted post hole augers, snowplows, paver screeds, and farming equipment (based on size and complexity)

Necessary Special Qualifications

- Possess and maintain a Class D driver's license valid to operate vehicles in the State of Tennessee.
- Possess and maintain a Class A Commercial Driver's License with an N endorsement (Code 52 restriction is allowable) that is valid in the State of Tennessee.



Examination Method: Education and Experience, 100%, for Preferred Service positions.

Knowledge, Skills, Abilities, Competencies (KSACs):

- Knowledgeable in basic mathematical fundamentals
- Knowledgeable in vehicle and equipment maintenance and repair procedures
- Knowledge of the Manual on Uniform Traffic Control Devices
- Knowledgeable in street and highway traffic rules and regulations, and temporary signing and safety precautions to be observed while working on or near highways.
- Proficient knowledge of project logistics and worksite planning
- Knowledge of material estimating and procurement procedures
- Highly skilled in applicable hand and power tools, equipment, and mechanical devices of the trade
- Highly skilled in the use of light and heavy highway equipment
- Highly skilled in report and form writing
- Highly skilled in leading teams – maintaining effective work relationships with individuals and groups, both internal and external
- Highly skilled in communicating effectively using both verbal and written instructions
- Highly skilled in attending to details and pursuing quality in accomplishing tasks
- Highly skilled in dealing with ambiguity
- Ability to use computers and applicable programs, applications, and systems
- Ability to recognize and take precaution for potential hazards to the transportation work crew
- Advanced knowledge of simple carpentry, roadway construction materials, concrete construction, roadway construction plans, roadway drainage features, and roadway and bridge surveying
- Ability to train teams and individuals – recognizing applicable teaching and learning methods and how to communicate curriculum respectively

CONDITIONS OF EMPLOYMENT

- Must pass a drug test prior to employment for commercial driver and safety impact positions. Commercial drivers and safety impact employees will be subject to additional drug and alcohol testing during employment.
- May be required to work weekends and holidays.
- May be required to work variable hours outside of the normal work schedule, including an on-call rotation
- Required to work under exposure to inclement weather conditions.