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.

Grants, Compliance, & Inspections Technical Specialist
Aeronautics Division – Grants, Compliance, & Inspections Section
$61,812 – $70,680 annually

Job Overview

The Grants, Compliance, & Inspections Technical Specialist supports the Aeronautics Division by applying tools, field methods, and administrative processes to deliver airport grants, ensure regulatory compliance, conduct airport inspections, and maintain accurate aviation data used to program projects and support data-driven decisions for Tennessee's public-use airports. This position supports the Grants, Compliance, and Inspections (GCI) Section's efforts to manage and maintain the statewide airport grants, ensure public-use licensing and minimum safety standards, maintain airport records in Federal Aviation Administration (FAA) systems, and prepare materials that support funding decisions and Tennessee Aeronautics Commission (TAC) actions in alignment with FAA and State requirements.

The Grants, Compliance, & Inspections Technical Specialist frequently collaborates with internal teams, regional staff, FAA staff, airport sponsors, consultants, and other stakeholders to ensure continuous and effective administration of the grants, compliance, inspection, and reporting programs. The position assists with implementing quality management practices to reduce rework, manage risk, and maintain timely, accurate documentation across grants, inspections, and data systems.

Essential Job Duties of Technical Specialist I, II, and III include:

Interpret and apply statutes, regulations, FAA policy, and TDOT procedures to conduct compliance tasks that maintain Federal Grant Assurances. Coordinate and document compliance reviews. Track identified corrective actions and ensure follow-up to achieve timely resolution. Identify and mitigate risks related to funding, licensing, and regulatory exposure. Develop and maintain uniform procedures informed by policy changes and best practices.

Conduct airport grants management tasks to ensure timely execution and obligation of all funds prior to expiration and to maximize airport funding. Confirm grant eligibility, documentation completeness, and alignment with Federal and State requirements. Advise sponsors on scope, schedule, budget, and grant options. Confirm invoice status and process invoices in a timely manner. Complete grant and project closeouts consistent with the Aeronautics checklist.

Plan, conduct, and document airport inspections to inform and guide maintenance activities on aviation facilities and equipment. Conduct Airport Master Record Reviews to complete and maintain FAA Form 5010. Track airport inspection findings

and follow-up activities to ensure timely resolution. Recommend maintenance and capital improvements to mitigate risks.

Support the Aeronautics Division's efforts to collect, compile, summarize, and analyze data. Input and maintain accurate airport data in FAA's Airport Data and Information Portal (ADIP). Support data collection tasks needed to assess the Division's performance metrics.

Support and implement innovation for the Grants, Compliance, & Inspections Team that improves efficiency, effectiveness, reliability, and safety of public-use general aviation airport airfield assets in the State's system. Integrate quality management into all deliverables in compliance with TDOT Aeronautics asset management business objectives and the Aeronautics Division's guidance documents, processes, and procedures. Support efforts to maximize the Project Team's ability to mitigate risk and address unanticipated challenges related to grants management and airport inspections.

Collaborate with TDOT Aeronautics Sections, HQ Divisions, and Regions to identify and document knowledge that includes maximizing project successes, acknowledging national best practices, and incorporating effective solutions gleaned from past challenges. Assist with modifications to applicable policies, procedures, design standards, specifications, and internal standard operating guidelines.

Remain current on national best practices, Federal regulations, Tennessee statutes, and grants management compliance practices. Stay current on revisions to design codes, standards, specifications, and guidelines related to airport environments, including trends and technologies. Participate in regional and national working groups, research, committees, and training opportunities related to aviation grants, safety and inspections.

Provide exceptional customer service to both internal and external customers, while coordinating with other disciplines as part of a matrix organization, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Assist in ensuring Grants, Compliance, & Inspections Team deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement and an established track record of success.

Additional Job Duties for the Technical Specialist II and III include:

Perform consultant prequalification activities, assist in the consultant selection process, review and process consultant invoices, and complete consultant performance assessments to ensure quality, compliance, and fiscal accountability.

Contribute to the development and implementation of policy for consultant submittal requirements and compliance with federal and state procurement regulations and TDOT procedures.

Provide guidance and help identify issues that could affect the timely completion of grant management, inspection evaluation, and compliance review deliverables.

Additional Job Duties for the Technical Specialist III include:

Assist the Division Director, Section Manager, and Team Lead in the development and delivery of Grants, Compliance, & Inspections training and technical guidance that address acquired knowledge and risk management, inspiring new program and project processes, procedures and emerging technologies, and developing skills.

Provide expertise, training, mentoring, and quality control to TDOT staff in the delivery of Grants, Compliance, & Inspections work products.

Work independently on complex or atypical projects and tasks.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

- Bachelor's Degree
- 1 year of demonstrated competency in Grants, Compliance, Program Management, State and Regional Transportation Planning, Public Administration, Transportation Management, or a related field.

TDOT Technical Specialist III

- Bachelor's Degree
- 2 years of demonstrated competency in Grants, Compliance, Program Management, State and Regional Transportation Planning, Public Administration, Transportation Management, or a related field.

Ideal Candidate

The Grants, Compliance & Inspections Technical Specialist I, II, or III is a collaborative, detail-oriented individual with strong organizational, analytical, and communication skills. They excel at coordinating with internal and external stakeholders to ensure activities and deliverables comply with Federal and State regulations, TDOT policies, and quality standards. They work comfortably under deadlines, move seamlessly between office and field environments, and produce accurate, well documented work. Their core strengths include regulatory literacy and critical thinking. They interpret statutes, policies, and standards and translate them into clear, practical guidance. They analyze data and organize information methodically, verify accuracy and completeness, and communicate concise insights that support decisions. They thrive on creating organizational efficiency by building repeatable processes and following tasks through to resolution. The Grants, Compliance, & Inspections Technical Specialist I, II, or III excels at balancing multiple priorities in a dynamic environment and fostering clear and transparent communication effectively across teams and with external partners to build trust and reliability.